

Series ... Personnel (Drafts) 1951-52

1 of 5

SECRET

3 December 1952

## 17. PROMOTIONS AND DECORATIONS FOR MILITARY PERSONNEL ASSIGNED TO CIA

## A. Promotions

## (1) General

All recommendations for promotion of military personnel assigned to CIA, including those based upon "combat zone criteria," will be processed through the Military Personnel Division, Personnel Office. The Chief, Military Personnel Division, will provide advice and guidance relative to the eligibility requirements applicable to promotions in the Armed Forces.

## (2) Officers

(a) Special recommendations for temporary promotion of officers assigned to the Central Intelligence Agency will be submitted to the appropriate services only in the following circumstances:

- (1) When the nature of an individual's assignment in the Central Intelligence Agency is such that his true responsibilities and accomplishments cannot be made available to selection boards in the normal manner. In such cases, secure processing of recommendations on a "need-to-know" basis will be accomplished at the times when selection boards are in session.
- (2) When the parent service publishes special, one-time criteria involving written recommendations for promotion of outstanding officers who are not included in the automatic zone of consideration.
- (3) When selection boards are in session considering officers who are in the eligibility zone, or at any time an officer's performance warrants, special efficiency reports and/or commendations may be submitted to augment over-all performance records.
- (4) When an individual's service in the Central Intelligence Agency is sufficiently outstanding and meritorious to warrant exceptional consideration for promotion ahead of his contemporaries.

(b) Recommendations, special efficiency reports, and commendations may be submitted to selection boards considering officers of the regular services for permanent promotion, subject to instructions issued by the services concerned.

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CENTRAL INTELLIGENCE AGENCY REGULATIONNUMBER 

## 17. PROMOTIONS AND DECORATIONS FOR MILITARY PERSONNEL ASSIGNED TO CIA

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- (2) When the parent service publishes special, one-time criteria involving written recommendations for promotion of outstanding officers who are not included in the automatic zone of consideration.
- (3) When selection boards are in session considering officers who are in the eligibility zone, or at any time an officer's performance warrants, special efficiency reports and/or commendations may be submitted to augment over-all performance records.
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(b) Recommendations, special efficiency reports, and commendations may be submitted to selection boards

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NOV 18 1952

MEMORANDUM FOR: Director of Central Intelligence  
SUBJECT : Promotion for Military Personnel Assigned to CIA

1. A review of Agency and Service policies for the promotion of military personnel indicates that the following conditions should govern this Agency's actions in recommending or supporting promotions when the Agency has determined that such recommendation or support is necessary, deserved, or appropriate:

- a. When the nature of the assignment of an officer is such that his true responsibilities and accomplishments cannot be made available to selection boards in the normal manner,
- b. when the parent service publishes special one-time criteria covering officers who are not included in the automatic zone,
- c. when selection boards are in session considering officers who are in the eligibility zone and special efficiency reports or commendations may be submitted to augment over-all performance records,
- d. when an officer's service with this Agency is sufficiently outstanding to warrant consideration ahead of his contemporaries, and
- e. when regular officers are being considered for permanent promotions and recommendations, special efficiency reports, or commendations may be submitted to the selection boards.

2. It is recommended that these principles be approved for inclusion in Agency Regulations.



25X1A

WALTER REED WOLF  
Deputy Director  
(Administration)

*W.R.W.*

APPROVED DISAPPROVED

  
WALTER B. SMITH  
Director NOV 21 1952

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**Next 2 Page(s) In Document Exempt**

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ER-3-2691

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

L-157

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SECRET

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Promotion of Officers of the Military Services

1. On 18 September 1952 the Executive Assistant to the Director (Mr. Earman) advised me that the Agency policy with reference to promotion of officers of the military services on duty with CIA would be as follows:

a. CIA will recommend the promotion of officers in only two cases:

(1) When an officer assigned to CIA has been passed over for promotion by his service, either wittingly or unwittingly, due to his assignment with the Agency and is actually eligible for promotion according to the requirements of his particular service, and when there is definite reason to believe that his assignment to CIA has prejudiced his consideration for promotion;

(2) When an officer is doing a specific job for CIA in an excellent manner and where he could do a better job if he held the next higher grade.

b. The GS position to which an officer of the services might be assigned in CIA, regardless of whether this grade corresponds to his military rank, will have no bearing whatsoever on consideration for promotion.

2. These instructions were issued personally by General Smith today, 18 September 1952, and will be strictly complied with.

[Redacted]

25X1A

L. K. WHITES  
Acting Deputy Director  
(Administration)

cc: DD/I  
DD/P Att: CAC  
Dir of Training  
AD/Commo

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End of

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## ROUTING AND RECORD SHEET

INSTRUCTIONS—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

NO.

DATE SEP 23 1952

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS	25X1A
		REC'D	FWD'D			
1. <i>Chief Admin</i>		23 Sept.		BB		
2. <i>Chief Lab. Cont.</i>						
3. CAO (Mr. [redacted])	2020R		1952	14 Oct. 1952		
4.				17 Oct. 1952	LOS	
5. <i>DD/A</i>				PAW		
6.						
7. <i>CAO/DO/P</i>						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

FORM NO. 51-9 FREE  
JAN 1950

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U. S. GOVERNMENT PRINTING OFFICE 10-63023-1

PC 75

2. [redacted] Chief of Military Personnel, has the original of this memorandum (AD/Pers copy). He states that there has been some repercussion from the Pentagon due to premature dissemination of information contained in basic memorandum; that he is taking issue with, or "protesting" the memorandum in part; that he is proposing the issuance of a new CIA Regulating (undoubtedly superseding [redacted] of 16 May 1951) which will incorporate some of the "thought" in the attached, but will be couched in somewhat different language.

The Colonel states that his "protest" is about ready to start on its way up through channels. His recommendation ~~marked~~ is that we withhold any dissemination of policy stated in attached memo, pending resolution of points at issue or issuance of new C [redacted] on.

10/14/52

(5) Request advice.  
LOS

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M-077 c4029  
ER-3-2691

Chief Admin

SEP 18 1952

MEMORANDUM FOR: Assistant Director (Personnel)  
SUBJECT : Promotion of Officers of the Military Services

1. On 18 September 1952 the Executive Assistant to the Director (Mr. Barman) advised me that the Agency policy with reference to promotion of officers of the military services on duty with CIA would be as follows:

a. CIA will recommend the promotion of officers in only two cases:

(1) When an officer assigned to CIA has been passed over for promotion by his service, either wittingly or unwittingly, due to his assignment with the Agency and is actually eligible for promotion according to the requirements of his particular service, and when there is definite reason to believe that his assignment to CIA has prejudiced his consideration for promotion;

(2) When an officer is doing a specific job for CIA in an excellent manner and where he could do a better job if he held the next higher grade.

b. The GS position to which an officer of the services might be assigned in CIA, regardless of whether this grade corresponds to his military rank, will have no bearing whatsoever on consideration for promotion.

2. These instructions were issued personally by General Smith today, 18 September 1952, and will be strictly complied with.

15/

L. K. WHITE  
Acting Deputy Director  
(Administration)

cc: DD/I  
DD/P Att: CAO ✓  
Dir of Training  
AD/Commo

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**Next 5 Page(s) In Document Exempt**

TO : Deputy Director (Administration) 30 April 1952  
FROM : Acting Assistant Director (Personnel)  
SUBJECT: Agency Sponsorship of Relief from Military Duty  
to Accept Employment

1. PROBLEM.

The Central Intelligence Agency lacks a general policy statement on civilian employment of officers of the armed forces. The need for such a policy increases daily due to the accumulation of a number of specific cases of officers on extended duty with the Agency, whose return to their parent service has been deferred pending decision by the Agency as to their status.

2. FACTS BEARING ON THE PROBLEM.

- a. Requirements for military personnel in the Agency are supported solely by virtue of the need for military skills and status. The primary policy agreed to with the Department of Defense in regard to assignment of military personnel is the requirement that no military personnel be assigned duty which could be performed by a civilian.
- b. Certain military personnel, among whom are officers of the regular services, have been assigned to the Agency for extended periods in excess of normal military duty tours, and have acquired training and experience which are difficult to replace and which lead the operating divisions to seek to retain the services of these officers in a civilian capacity. In one case, of [redacted] which was forwarded for your review on 6 March 1952, the request for Agency sponsorship of this officer's resignation was rejected.
- c. In addition, there is the broader problem of contacting military officers not on duty with CIA as to employment possibilities, and the necessity of clarifying the statutory limitations placed by P. L. 53 on Federal employment of certain categories of retired officers.

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MAY 27 1952

3. DISCUSSION.

1. With respect to military officers assigned to duty in CIA, the Agency faces a serious situation whereby efforts to retain military personnel, not only beyond normal duty tours but even by means of transfer to civilian status, could possibly jeopardize relationships with the Department of Defense. It does not seem advisable to allow this situation to continue.
2. There have also arisen procedural problems in connection with contacting members of the Armed Services not on duty with CIA where policy guidance is required by the various offices and divisions.
3. Present Agency regulation on contacting of retired officers for employment calls for prior approval of the Director in all cases. It is felt that this regulation was intended to apply only to those retired officers subject to the provisions of P. L. 53, which place a statutory limitation on Federal employment of officers who have been retired for longevity or reasons other than disability.

4. CONCLUSIONS.

Policies concerning civilian employment of officers of the armed forces should be uniform and consistent, and conform to agreements and understandings with the Department of Defense. While the matter is particularly acute with respect to officers on duty in CIA, guidance is also needed on employment contacts with the entire military establishment.

5. ACTION RECOMMENDED.

That the attached regulation, which represents an amendment to CIA Regulation [redacted] Procurement Contacts, and which establishes employment policies for Regular, Reserve and Retired officers, both on duty in CIA and elsewhere, be issued.

25X1A

25X1A

MATTHEW BAIRD

Attachment

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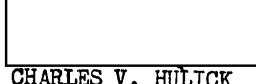
Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4  
ER-2-9058

15 May 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)  
FROM : Executive Officer for Deputy Director (Plans)  
SUBJECT : Agency Sponsorship of Relief from Military Duty  
to Accept Employment  
REFERENCES : a. Memorandum from Acting Assistant Director  
(Personnel) to DD/A 30 April 1952, subject  
as above.  
b. Memorandum from ADSO to DD/A 13 May 1952,  
subject as above.

1. In accordance with your request, reference a. has been reviewed and the following comments are submitted.
  - a. DD/P concurs in the comments contained in reference b.
  - b. In addition it is suggested that paragraph B (4) (a) (1) be revised to delete the words "or aid" appearing in the first sentence and that the second sentence be deleted entirely.

Enclosures (2)

  
CHARLES V. HULICK

25X1A

cc: ADSO  
ADPC

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7-9007

6510

13 May 1952

MEMORANDUM FOR: Deputy Director for Administration  
VIA : Deputy Director for Plans  
SUBJECT : Memorandum From A/AD (Personnel) to DD/A,  
dtd 30 Apr 52, subject: Agency Sponsorship of  
Relief from Military Duty to Accept Employment  
(ER-2-8849)

25X1A

1. I do not concur in the suggested revision of regulation  
[redacted] there is insufficient leeway granted  
for enabling a handful of regular officers to civilianize to  
accept employment with the Agency. It should be recognized that  
the number of such officers will probably never exceed one per  
cent of those with the Agency. It should also be noted that  
those the Agency would sponsor in civilianizing could be demon-  
strated as for the general good of the government. Further,  
I do not believe that the Agency's relations with the Department  
of Defense would preclude assisting a very small handful in  
civilianizing. Admittedly, these would be exceptions to the  
general rule, but with regulations so written even they would  
be excluded.

2. I would suggest that this paragraph be amended by a  
statement to the effect that "where the general welfare of the  
government is affected, exceptions to this rule will be made  
upon specific approval by the Director".

25X1A

[redacted]  
LYMAN B. KIRKPATRICK  
Assistant Director  
Special Operations

~~CONFIDENTIAL~~

ADMINISTRATIVE INSTRUCTION  
NO.

24 May 1948

SUBJECT: Clearing of Employees Prior to Final Payment.

1. Final payment for personal services will be made only after it has been officially certified that an employee is not obligated to CIA.
2. Official certification as to an employee's obligation status will be made on "Final Payment Clearance Sheet," Form No. 34-30, when an employee is terminating, leaving for overseas duty, taking leave without pay for 60 or more calendar days, or when transferring from vouchered to unvouchered funds status or vice versa.
3. The office to which a separating employee is assigned will notify the Personnel Branch, AIM, of the contemplated action by the submission of "Personnel Action Request," Form No. 37-3, at least one week prior to the employee's last working day.
4. Upon receipt of Form No. 37-3, the Personnel Branch, AIM, will initiate Form No. 34-30 and will notify the employee, through his Administrative Officer, and the Investigation Division, Security Branch, Inspection and Security, of the date set for the exit interview, which will usually be within forty-eight hours prior to departure. The Personnel Branch, AIM, at the time of exit interview will furnish the employee with Form No. 34-30, and will notify the Investigation Division, Security Branch, I&S, that the employee is clearing.
5. Completion of the form, except as provided in paragraph 8, will be in the most efficient numerical sequence to be indicated by the Personnel Branch, AIM. The last certification will be by the appropriate paying office: (1) For civilians - Fiscal or Special Services Division, Budget and Finance Branch, AIM, or Special Funds Division, OSO. (2) For military personnel - Naval Administrative Command, or Headquarters Detachment.
6. When all clearances have been obtained, the employee will sign the form and leave it with the paying office.
7. When the employee is unavailable, his Administrative Officer will obtain the required clearances on Form 34-30 and forward it to the appropriate paying office without the employee's signature.
8. In the U. S. field offices, the Chief of the station will de-brief the employee, execute certifications No. 2 and No. 6, and forward Form No. 34-30 to the appropriate Washington Headquarters office for the remaining certifications.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

/s/

25X1

Executive for

Administration and Management

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## CENTRAL INTELLIGENCE AGENCY REGULATION

9 August 1951

## 1. PERSONNEL POLICIES

## A. General

- (1) It is the policy of the Central Intelligence Agency to develop and maintain an effective and efficient staff of employees and to develop and maintain the most satisfactory relationships between employees and Agency management. The head of each Office and the Personnel Office within their respective areas of responsibility, will take such steps, consistent with law, as are necessary to assure that these policies are made effective. This includes responsibility on the part of the Personnel Director to assist the Offices in developing and carrying out sound and adequate personnel programs.
- (2) Although the Agency is exempt from the provisions of the Classification Act of 1949, the Agency shall adhere to the provisions of this Act insofar as possible. Basic classification principles and compensation schedules will be followed in order to assure that employees receive equality of compensation for work performance.
- (3) Employees with veterans' preference and/or with Civil Service status shall be accorded all rights and privileges granted them under existing laws and regulations, subject to authority granted the Director of Central Intelligence under the National Security Act of 1947 and such special agreements as may conflict with such rights and privileges.
- (4) The most competent persons shall be recruited, selected, and promoted, on the basis of merit for positions at all levels. There shall be no discrimination regarding personnel because of favoritism, marital status, sex, race, color, religion, or external pressure.
- (5) (a) There is established a Personnel Policy Board which consists of the following officials or their designated representatives:

Deputy Director of Central Intelligence	- Chairman
Deputy Director (Administration)	- Member
Deputy Director (Plans)	- Member
Assistant Director (Personnel)	- Member
Executive Assistant to the Director	- Recording Secretary

- (b) The Personnel Policy Board will review all actions involving promotions, demotions, transfers and separations of Division Chiefs, Staff Chiefs (Division level), and above. The Board will also review, prior to submission to the Director, all requests for employment with the Agency of retired commissioned or warrant officers of the armed services as authorized by P.L. 53, 82nd Congress.

25X1A

Deputy Director Directive: 9 August 1951  
 (Administration) Rescind : Page 1 of [redacted] 25X1  
 12 July 1951

-1-

19 June 1951

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : CIA Regulation [redacted]

25X1A

1. It is recommended that this regulation be changed, with particular respect to paragraph 1. D. It is suggested that a sub-paragraph (3) be added reading somewhat as follows: "Promotions, demotions, transfers and separations of all employees of Division or Staff Chief level and above will be forwarded to the Personnel Policy Board for review prior to submission to the Director. This Board shall consist of the Deputy Director of Central Intelligence, Deputy Director for Administration, Deputy Director for Plans, or their designees, with the Executive Assistant to the Director as Recording Secretary.

2. It is further recommended that with respect to CIA regulation [redacted] be rescinded.

25X1A

25X1A

WILLIAM H. JACKSON  
Deputy Director of  
Central Intelligence

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REGULATION 

Concurring by

Personnel Director  
cleared w/ Kirkpatrick for publicationDT  
18 JanB. Procurement Contacts

(1) CIA officials may not discuss CIA employment possibilities with an employee of another U.S. Government agency or an employee of the Congress, except under conditions stated below:

(a) The other agency employee must present written permission to seek employment elsewhere, signed by an official of his agency who is empowered to grant such authorization. Any doubt will be settled by contacting the Personnel Office of the other agency concerned, prior to any discussion of employment possibilities. Or ---

(b) The CIA official desiring such discussion may contact directly or through the CIA Personnel Director the Personnel Office of the other agency concerned and obtain permission to explore CIA employment possibilities with an employee of that agency.

(c) Discussions which are properly cleared and authorized will not involve actual employment or salary commitments, except on the part of a CIA official who has the delegated authority to make such commitments. In no case will a salary commitment be made by any CIA official in excess of the current salary of the prospective employee in the agency by which currently employed.

(2) To avoid any possibility or implication of proselytizing on the part of CIA, the instructions contained in B (1) above will be literally interpreted and strictly adhered to in every case, regardless of the circumstances.

(3) Authorization will be obtained from the Office Head of the Office currently employing a CIA employee prior to discussing with such employee a prospective position in another CIA Office.

(4) CIA officials may discuss with prospective applicants, other than as indicated in B (1) above, the possibility of employment by CIA, provided that such discussions do not involve specific salary levels or commitments for actual employment by CIA, unless the official concerned has the delegated authority to make commitments.

*IN OVERT OR SEMI-COVERT CAPACITY*

(5) Each contact or discussion with any individual which involves his possible employment by CIA and which is not handled by officials of the Personnel Director's Office will be immediately reported to the Personnel Director with a brief statement of the circumstances.

TAT  
Regulation 

Resind B (3) but retain something to cover immediate promotion where job currently held is up-graded.

Consider greater latitude in D (5)

JAN 18 1961

**Next 1 Page(s) In Document Exempt**

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

19 August 1952

SUBJECT: Standardization of Agency Administration of Grade GS-16,  
GS-17, and GS-18 Positions.

1. Effective immediately, all actions in connection with Grade GS-16, GS-17, and GS-18 positions will be submitted to the Director of Central Intelligence for approval.

2. To assist the Director in this matter, a Review Board is established, consisting of the Assistant Director (Personnel), as Chairman, the Controller, and the designated representatives of the Deputy Director (Intelligence), the Deputy Director (Plans), and the Deputy Director (Administration).

3. The Review Board shall insure that adopted requirements and standards are met, and review the justification for the establishment or reclassification of any position at super-grade level. The Board shall make its recommendations to the Director of Central Intelligence.

4. All actions affecting Grade GS-16, GS-17, and GS-18 positions shall be signed by the Deputy Director concerned and forwarded to the Personnel Director for appropriate processing and transmittal to the Review Board. The Personnel Office shall subject all super-grades to the same procedures as are applied to standard grade positions. The Review Board in conjunction with the Personnel Office shall review all present super-grade positions, and make recommendations for corrective action, including downgrading, if appropriate.

5. The Personnel Office shall maintain all necessary records, including personnel ceiling records, as may be required by the Review Board.

6. The provisions of paragraph 2A of CIA Regulation [ ] are modified accordingly, pending a revision of the Regulation.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 3

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## CIA REGULATION

AR-0-0849

29 April 1952

## 3. CHANGES IN PERSONAL STATUS

## A. Personnel Information Card File (See CIA Regulation No. [redacted]) 25X1A

(1) There is established within the Agency a Personnel Information Card File containing a Personnel Information Card for each CIA headquarters employee. This file will be used to obtain essential information required to:

- (a) Facilitate the Agency's emergency planning program.
- (b) Prepare the CIA telephone directory.
- (c) Maintain current telephone and address files.
- (d) Notify appropriate Agency components of personal status changes with which they are concerned.
- (e) Provide each Office head, when requested, with machine listed personnel rosters.

(2) The Machine Records Branch, Administrative Service will:

- (a) Establish and maintain a master Personnel Information file and furnish each Office head with a Personnel Information Card, Form No. 37-6, for each employee under his jurisdiction.
- (b) Upon receipt of a change, prepare a new or corrected card for the office concerned, and notify appropriate components of the Agency of such change.
- (c) Upon request, furnish each Office head with a roster containing the following information for each employee under his jurisdiction:

- (1) Name
- (2) Office designation
- (3) Office telephone
- (4) Home telephone
- (5) Office address
- (6) Home address

(3) Each Office head will:

- (a) Direct the maintenance of an office personnel information file in a manner which will provide for a bi-weekly verification thereof, normally on pay days.
- (b) Designate appropriate personnel to notify the Machine Records Branch whenever an employee:
  - (1) Reports for duty
  - (2) Changes office address or telephone
  - (3) Changes home address or telephone
  - (4) Transfers to another component of the Agency
  - (5) Separates from the Agency
  - (6) Changes marital status
  - (7) Changes name

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Security Information

MAY 1 1952

29 April 1952

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(4) Procedures for maintaining the Personnel Information Card File are contained in CIA Regulation No. [redacted]

B. Changes in personal status which require action and/or inclusion in official personnel files will be reported to the Personnel Office. These changes and the forms on which they should be reported are:

- (1) Change of Name - Form No. 37-1 or No. 37-3 in duplicate.
- (2) Marriage-Form No. 38-1 (Sections 1A, 3, 4, 8, 9, 10, 11, and 26) in duplicate.
- (3) Change in designation and/or address of person to be notified in case of emergency - By memorandum signed by the employee concerned and submitted through appropriate office channels.

C. Each employee shall promptly notify the appropriate official within his Office of any change in his personal status or person to be notified in case of emergency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

*add signature  
Walter Reid  
Wolf*

25X1

Deputy Director Effective: 29 April 1952  
(Administration) Rescind : Pages 1-2 of [redacted]  
25 September 1951

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## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER 

D. In Addition to C., above, the following changes will be reported to the Personnel Office:

- (1) Change of Name - Form No. 37-1 or No. 37-3 in duplicate.
- (2) Marriage - Form No. 38-1 (Sections 1A, 3,4,8,9,10,11, and 26) in duplicate.
- (3) Change in designation and/or address of person to be notified in case of emergency - by memorandum through appropriate Office channels.

E. Each employee shall promptly notify the appropriate official within his Office of any change in his personal status.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Effective:  25X1  
 Rescind : Page 2 of   
 25 September 1951

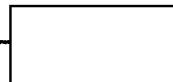
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RECORDED BY

## CENTRAL INTELLIGENCE AGENCY REGULATION



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- (3) Change in designation and/or address of person to be notified in case of emergency - by memorandum through appropriate Office channels.

E. Each employee shall promptly notify the appropriate official within his Office of any change in his personal status.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

I do (do not) concur in the above Regulation.



4/2/52

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AD/Personnel

4/2/52

4/2/52 8:52 AM, 25

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4/2/52 8:52 AM, 25  
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Office Memorandum  
Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4 UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service      DATE: 24 January 1952  
FROM : Deputy Personnel Director      25X1A  
SUBJECT: Amendment of CIA Regulation [redacted]

25X1A

1. There is attached a proposed amendment to CIA Regulation [redacted] to provide for reporting of changes in designation or address of an employee's emergency addressee (next-of-kin). This recommendation was stimulated by the Deputy Assistant Director for Operations through his memorandum dated 16 January 1952, a copy of which is attached.

2. The proposed amendment does not establish formal procedures for notification of next-of-kin. Such procedures will be drafted by this office in the near future; however, it is desired to take immediate action to correct the deficiency noted in paragraph 1 of [redacted] memorandum.

25X1A

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Attachments: Draft of change  
Copy of DAD/00 memo



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Assistant Director, Personnel

Deputy Assistant Director for Operations

Personnel Records and Notification of Next-of-Kin

1. Two employees of this Office have recently asked what procedure they should follow in changing the designation (or address) of their next-of-kin as recorded by the Agency for purposes of notification in case of accident. A review of CIA Regulations has disclosed that no routine procedure or form has been established for reporting such changes. It seems that Section 26 of the Personal History Statement (Form 38-1) is the only official record provided to the employee for such designation, and that no instructions have been issued by the Agency that each employee is responsible for keeping this section of the Personal History Statement up-to-date. CIA Regulation [redacted] Para E requires reporting of changes of "personal status" without indication of what is included in the term. This regulation also establishes the Personnel Information Card (Form 37-6) for various purposes, including emergency planning, but makes no provision for changes in address or designation of next-of-kin. Other forms concerned with "changes in personal status" such as Form 37-1, and 37-3 do not provide for it, and the requirement that employees recomplete certain sections of Form 38-1 upon their marriage would take care of such cases only.

STAT

2. We assume that the responsibility for official notification of next-of-kin in case of employee accidents or death rests with your Office, and that the necessary records will also be maintained centrally. We shall therefore take no action to assemble up-to-date information from Office of Operations employees pending further instructions from your Office. It is suggested that any procedures established on this subject should contain the provision that the Chiefs of overseas field stations are responsible for direct notification of next-of-kin and for maintaining the requisite records for foreign national and unclassified employees under their command. It is believed that procedures currently followed with respect to classified U.S. employees at overseas field stations are satisfactory.

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CENTRAL INTELLIGENCE AGENCY REGULATION



D. In addition to C. above, the following changes will be reported to the Personnel Office:

- (1) Change of name - Form No. 37-1 or No. 37-3 in duplicate.
- (2) Marriage - Form No. 38-1 (Sections 1A, 3, 4, 8, 9, 10, 11, and 26) in duplicate.
- (3) Change in designation or address of emergency addressee (next-of-kin) - by memorandum through appropriate administrative channels.

CONFIDENTIAL  
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25 September 1951

## 3. CHANGES IN PERSONAL STATUS

## A. Personnel Information Card File

There is established within the Agency a Personnel Information Card File containing a Personnel Information Card for each CIA headquarters employee. This file will be used to obtain essential information required to:

- (1) Facilitate the Agency's emergency planning program.
- (2) Prepare the CIA telephone directory.
- (3) Maintain current telephone and address files.
- (4) Notify appropriate Agency components of personal status changes with which they are concerned.
- (5) Provide each Office head, when requested with machine listed personnel rosters.

## B. The Machine Records Branch Administrative Services Office will:

- (1) Establish and maintain a master Personnel Information file and furnish each Office head with a Personnel Information Card, Form No. 37-6, for each employee under his jurisdiction.
- (2) Upon receipt of a change, prepare a new or corrected card for the Office concerned, and notify appropriate components of the Agency of such change.
- (3) Upon request, furnish each Office head with a roster containing the following information for each employee under his jurisdiction:
  - (a) Name
  - (b) Office designation
  - (c) Office telephone
  - (d) Home telephone
  - (e) Office address
  - (f) Home address

## C. Each Office head will designate appropriate personnel to notify the Machine Records Branch on Form No. 37-6, whenever an employee:

- (1) Reports for duty
- (2) Changes Office address or telephone.
- (3) Changes home address or telephone.
- (4) Transfers to another component of the Agency.
- (5) Separates from the Agency.
- (6) Changes marital status.
- (7) Changes name.

## D. In addition to C., above, the following changes will be reported to the Personnel Office:

CONFIDENTIAL

9/15/51

CENTRAL INTELLIGENCE AGENCY REGULATION

25 September 1951

- (1) Change of Name - Form No. 37-1 or No. 37-3 in duplicate.
- (2) Marriage - Form No. 38-1 (Sections IA, 3, 4, 8, 9, 10, 11, and 26) in duplicate.

E. Each employee shall promptly notify the appropriate official within his Office of any change in his personal status.



25X1A

Deputy Director Effective: 25 September 1951  
(Administration) Rescind : Page 1 of  25X1  
1 April 1951

CONFIDENTIAL

-2-

Executive Request  
0-0846

28 August 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Establishment of Personnel Information Card File

25X1A

1. There is submitted herewith proposed revision of CIA Regulation No. [redacted] in Personal Status, together with suggested CIA Notice [redacted]. The purpose of the revised Regulation is to establish a Personnel Information File and the Notice outlines the procedures for maintaining the file on a current basis.

2. The attached are revisions of drafts submitted for concurrence on 17 August 1951 and include minor changes requested by various operating Offices to clarify the meaning.

3. Comments from operating Offices which have not been included in the revisions are as follows:

a. The Director of Training suggests a revision in paragraph 3 of the Notice to provide for a verification of the file "by the individual office each payday - bi-weekly or monthly depending on the pay period."

b. The Deputy Assistant Director for Operations suggests: "Unless a firm decision has been made, it is suggested that the frequency of verification required (bi-weekly according to paragraph 3 of the procedure paper) be reconsidered. It is suggested that checking for accuracy at longer intervals, perhaps every four weeks (or every other pay period) may be deemed adequate."

All other Offices have concurred in the present wording which calls for a "bi-weekly verification thereof, normally on payday."

4. Comments and concurrences from the following Offices are attached:

a. Concurrence without comment

OCI	I&S
OSI	General Counsel
ONE	Auditor
ORR	Comptroller
Procurement	Medical
Personnel	

- 1 -

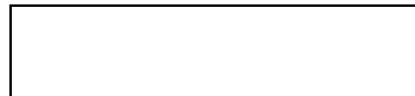
CONFIDENTIAL

**CONFIDENTIAL**

b. Concurrence with comment:

OPC	Administrative Services
OSO	<u>Training</u>
OO	OCD

5. No comments were received from the Director of Communications and concurrence by that Office is, therefore, assumed.



25X1A

Acting Advisor for Management

25X1A      Attachments:

CIA Reg.

CIA Notice

Concurrences

- 2 -

**CONFIDENTIAL**

2-2442

20-3

21 September 1951 *Mr. S...*

24-31

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Change in Personnel Status

1. This paper has full concurrence and includes General Davison's.

2. Coordinated and concurred in paper required that Form No. 37-1 and Form No. 37-3 be furnished in quintuplicate, which has been reduced to duplicate, and re-concurrence is not necessary. This paper sets forth a routine day by day procedure whereby all changes of status of Agency personnel will be reported at least every pay-day. This procedure will simplify all status changes reports by funneling them to one place where they will be tabulated by machine methods, and changes printed by IBM machine and furnished to all interested Agency segments.

3. This procedure considerably simplifies existing procedures, but more important, provides the first real guarantee that individuals who have change of status will report it, and the Agency segments who have the need of this information will get it promptly. The following activities will benefit principally by this procedure:

Inspection and Security  
 Personnel  
 Finance  
 Emergency Planning  
 Administrative Services (for telephone and address changes)

Secondary benefit: All offices.



25X1A

PS - *mwdt*  
 Glad you questioned the quintuplicate; apparently missed all around. No justification at all for five copies.

SEP 24 1951

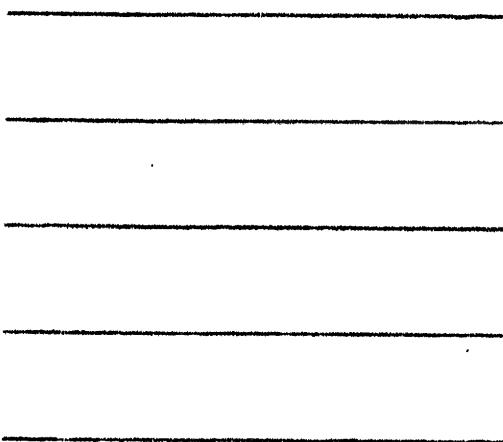
**Next 2 Page(s) In Document Exempt**

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

CONCURRENCES:



25X1A



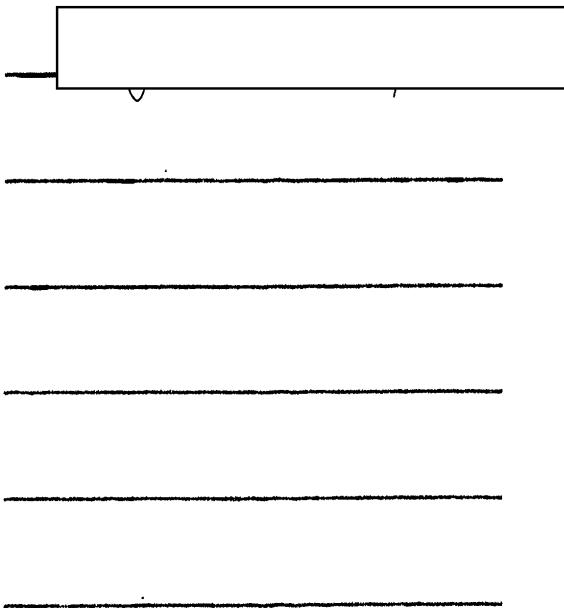
-3-

CONFIDENTIAL

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

CONCURRENCES:

25X1A



-3-

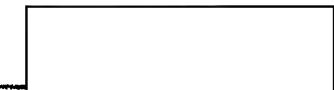
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CONFIDENTIAL

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

CONCURRED IN:

25X1A



*20 Aug 1951*

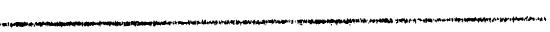
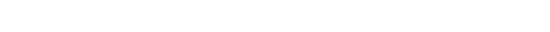
**CONFIDENTIAL**

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**CONCURRENCES:**

25X1A

  
*For Comptroller*

CONFIDENTIAL

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

CONCURRENCES:

25X1A



*Adv. Officer, O/NE-21 Aug.*

V

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\_\_\_\_\_  
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-3-

CONFIDENTIAL

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

CONCURRENCES:

25X1A

[Redacted] - for Chief Med. Staff

-3-

~~CONFIDENTIAL~~

CONFIDENTIAL

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Office, and notify all components of the Agency of changes with which they are concerned.

CONCURRENCES:

25X1A

for AD/MSR:

-3-

CONFIDENTIAL

CONFIDENTIAL

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

CONCURRENCES:

25X1A

Peru

**Next 1 Page(s) In Document Exempt**

Office Memorandum • UNITED STATES GOVERNMENT  
Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

TO : Advisor for Management  
FROM : Director of Training  
SUBJECT: Review of Attached Drafts

DATE: 24 August 1951

1. Forwarded for consideration.
2. The rewording suggested by paragraph 3 a of AD/TRC memo of 24 August is concurred in.
3. It is suggested that the below sentence be inserted between the present first and second sentences of page 1, paragraph 3 A (Draft No. [redacted]):

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STAT

"This Personnel Information Card File is in addition to the Personnel Status Files now maintained by Machine Records Branch, Administrative Services Office."

[redacted] STAT

*for* MATTHEW BAIRD

*AUG 24 1951*

24 August 1951

MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT: Review of Attached Drafts

REFERENCE: a. CIA Regulation [ ] Draft, 15 August 1951 25X1  
b. CIA Notice [ ] Draft, 15 August 1951

1. Reference a. above, the establishment of this file was discussed at a meeting of Administrative Officers about one year ago. The intent at that time was that the file would serve primarily as a locator and personnel information file and not an official "personnel status" file (see paragraph 3). *July 1951*

2. I believe it is important to make the distinction in the regulation itself that this is merely a locator file because official personnel information is maintained by the Machine Records Branch in a separate file. Information for the official file is furnished exclusively by the Personnel Divisions and may often vary from the unofficial information placed on this Personnel Information Card File by the various operating offices, e.g., official T/O assignment, exact dates of transfers and terminations.

3. Reference b. above, concur that the individual office must be responsible for keeping the information in the file up to date. Suggested revisions and comments: *?*

a. Paragraph 3, sentence 2: Reword "in a manner which will provide for a verification by the individual office each pay day --bi-weekly or monthly depending on the pay period."

b. Paragraph 4 (b) (3): Individual office may not know the effective dates of resignations since the exact date is usually set by Personnel Division. *(Concurred)*

25X1

[ ]  
Administrative Officer, AD/TRC

(CONFIDENTIAL)

*Office Memorandum* • UNITED STATES GOVERNMENT  
Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

TO : Advisor for Management  
FROM : Acting Chief, Administrative Services  
SUBJECT: Comments on Regulation Number  and Notice No.

DATE: 23 August 1951

25X1

ILLEGIB

1. The following comments are submitted on the above-mentioned regulation and procedure:

(a) On page 2, Item C, of the regulation, it is suggested that the responsibility for reporting additions and changes to the Machine Records Branch be limited to one person in an office. The word "office" is sometimes confusing and results in many persons assuming responsibilities which were not intended. The Administrative Officer of each office may be the proper person to report changes to Machine Records Branch.

(b) Under paragraph 3-C of Regulation  it is suggested that the following be added:

STAT ILLEGIB

(7) Changes office address or telephone.

(c) Under paragraph 3-E it is suggested this sentence be changed to the following:

"Each employee shall notify the appropriate official within his office, daily if necessary, of any change in his personal status as indicated in C and D above."

(d) The Administrative Officer or other person designated to be responsible for personnel records should indicate on each "new" card whether the employee's name is to be included in the telephone directory or not.

25X1

(e) On page 1 of Notice Number  reference is made in paragraph 1 that the Machine Records Branch will distribute cards to office heads for all employees under their jurisdiction. We believe that the original distribution should be made by your office, who would explain in person the proposed procedures.

**CONFIDENTIAL**

AUG 24 1951

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**CONFIDENTIAL**

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

Advisor for Management

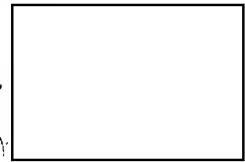
23 August 1951

ILLEGIB

25X1A

(f) On page 2 of Notice Number [redacted] there does not seem to be any provision made for the office to have a record during the interim when new or corrected cards have been sent to the Machine Records Branch for processing.

2. This office concurs with the regulation and the procedure attached with the exception of those comments indicated in one above.



25X1A

Att.



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ILLEGIB



**CONFIDENTIAL**

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Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

CONFIDENTIAL  
Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 23 AUG 1951

FROM : Deputy Assistant Director for Operations

25X1A SUBJECT: CIA Regulation [ ] - Proposed draft dated 15 August 1951, with attached draft of proposed CIA Notice, subject: Procedure for Establishment and Maintenance of Personnel Information File

25X1A

1. As requested by Management (Mrs. [ ] in conversation of 17 August 1951, subject draft regulation and its attached draft procedure paper have been reviewed by this Office. We concur with both papers but submit the suggestions noted below.

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2. As written, neither paper defines the area covered: personnel [ ]

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suggested that the subject papers so state.

3. It is understood that, under paragraph 4(c) of the procedure paper, "through proper Office channels" may be interpreted to mean direct from OO divisions to the Machine Records Branch.

4. Unless a firm decision has already been made, it is suggested that the frequency of verification required (bi-weekly according to paragraph 3 of the procedure paper) be reconsidered. It is suggested that checking for accuracy at longer intervals, perhaps every four weeks (or every other pay period) may be deemed adequate.

25X1A

CONFIDENTIAL

AUG 23 1951

23 August 1951

MEMORANDUM FOR: Advisor for Management

FROM: Assistant Director, C&amp;D

SUBJECT: Drafts of CIA Regulation [ ]  
Notice No. [ ]25X1A  
25X1A

25X1A 1. This Office concurs in the drafts of the proposed CIA Regulation No. [ ] and the Notice explaining the procedure but suggests the following changes before publication:

25X1A Regulation [ ] - Add to changes listed: "(7) Changes office address or telephone". This item is included in paragraph B, but omitted in paragraph C.

25X1A No. [ ] - Use a term such as "Not Applicable" instead of "Incorrect Cards" to avoid confusion with the group of cards requiring corrections.

[ ] 25X1A  
JAMES M. ANDREWS

CONFIDENTIAL

AUG 23 1951

CONFIDENTIAL

5. The Machine Records Branch, upon the receipt of Personnel Information Card will, when appropriate, process new cards, forward them to appropriate Offices, and notify all components of the Agency of changes with which they are concerned.

## CONCURRENCES :

25X1A

A diagram consisting of several horizontal lines. On the left, there is a large, empty rectangular box. A horizontal line extends from the left side of this box to the right. From the right end of this line, another horizontal line extends further to the right. A small, short vertical line, resembling a tick mark, is positioned on this second horizontal line, located below the point where the first line connects to it.

with following exceptions:  
regulation & procedures should  
state this applies to personnel  
only.  
and on page 29 notice  
para 4. (b) (2) insert  
period after resigned and  
strike "and the effective day  
of resignation."

25X1

-3-

~~CONFIDENTIAL~~

Executive	11/3/51
2-3313	

## CONFIDENTIAL

## SECURITY INFORMATION

18 October 1951

MEMORANDUM TO: Deputy Director (Administration)

25X1A

SUBJECT: Revision of CIA Regulation [redacted]

CIA Regulation  
CIA Regulation  
CIA Regulation  
CIA Regulation  
of CIA.

25X1A

1. The attached Regulations have been rewritten to delete reference to the Personnel Policy Board and to transfer authorities formerly vested in that Board and some of the authorities formerly vested in the Personnel Director to the Assistant Director (Personnel). The revision of Regulation No. [redacted] includes the new procedures for initiating personnel action requests.

25X1A

2. The above changes were requested by the Assistant Director (Personnel) and he has concurred in the changes made.

25X1A

3. CIA Notice No. [redacted] dated 20 August 1951 has been included as paragraph B (1)(f) of CIA Regulation No. [redacted]. This Notice established the effective EOD date for new overseas appointees.

25X1A



Advisor for Management

11/3/51

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4  
Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director (Personnel)

DATE: 11 October 1951

FROM : Advisor for Management

SUBJECT: Revision of CIA Regulation [redacted]

25X1A

25X1A

1. Pursuant to your memorandum of 3 October 1951, there are attached hereto for your comment and approval revisions of CIA Regulations Nos. [redacted] and [redacted] which have been rewritten to delete reference to the Personnel Policy Board and to transfer authorities formerly vested in said Board and the Personnel Director to the Assistant Director (Personnel). The revision of Regulation No. [redacted] also includes the new procedures for initiating personnel action requests.

25X1A

25X1A

2. Revisions of CIA Regulation Nos. [redacted] are also attached. These have also been rewritten to delete reference to the Personnel Policy Board and to transfer the functions formerly vested in said Board and the Personnel Director to the Assistant Director (Personnel).

25X1A

3. References to the Personnel Director are also contained in CIA Regulation Nos. [redacted]. It will be comparatively simple for this Office to correct these references to read "Assistant Director (Personnel)," but the reproduction process will require more time. It is therefore suggested that you review these Regulations and advise this Office whether there are any other changes which should be made.

[redacted]  
25X1AAttchs.  
[redacted]

SECKE

M

## 1. PERSONNEL POLICIES

## A. General

- (1) It is the policy of the Central Intelligence Agency to develop and maintain an effective and efficient staff of employees and to develop and maintain the most satisfactory relationships between employees and Agency management. The head of each Office and the Personnel Office within their respective areas of responsibility, will take such steps, consistent with law, as are necessary to assure that these policies are made effective. This includes responsibility on the part of the Assistant Director (Personnel) to assist the Offices in developing and carrying out sound and adequate personnel programs.
- (2) Although the Agency is exempt from the provisions of the Classification Act of 1949, the Agency shall adhere to the provisions of this Act insofar as possible. Basic classification principles and compensation schedules will be followed in order to assure that employees receive equality of compensation for work performance.
- (3) Employees with veterans' preference and/or with Civil Service status shall be accorded all rights and privileges granted them under existing laws and regulations, subject to authority granted the Director of Central Intelligence under the National Security Act of 1947 and such special agreements as may conflict with such rights and privileges.
- (4) The most competent persons shall be recruited, selected, and promoted, on the basis of merit for positions at all levels. There shall be no discrimination regarding personnel because of favoritism, marital status, sex, race, color, religion, or external pressure.

[ ]

## B. Procurement Contacts

- (1) CIA officials may not discuss employment possibilities with an employee of another U. S. Government Agency or an employee of the Congress, unless:
  - (a) The applicant presents a written statement, signed by an authorized official of his Agency, granting the employee permission to seek employment elsewhere. Any doubt as to the authenticity of the statement shall be referred to the Personnel Office of the agency concerned for clarification.
  - (b) An Office head or his authorized representative has obtained, either directly or through the CIA Personnel Office, permission from the Personnel Office of the other agency to discuss employment possibilities with an employee of that agency.

-1-

CONFIDENTIAL

- (c) Actual employment or salary commitments are not made, except on the part of a CIA official who has been delegated authority to make such commitments. In no case will a salary commitment be made by any CIA official in excess of the current salary of the prospective employee in the agency by which currently employed.
- (2) To avoid any possibility or implication of proselytizing on the part of CIA, the instructions contained in B (1), above, will be literally interpreted and strictly adhered to in every case, regardless of the circumstances.
- (3) Authorization will be obtained from the Office head of the Office currently employing a CIA employee prior to discussing with such employee a prospective position in another CIA Office.
- (4) CIA officials may not contact retired commissioned or warrant officers of the armed services, or those contemplating retirement, for the purpose of discussing employment possibilities with the Agency without prior approval of the Director. Requests for consideration of such persons for employment will be transmitted to the Assistant Director (Personnel), who is responsible for maintaining adequate controls of employees in this category and will submit such requests to the Director. ]
- (5) CIA officials may discuss with prospective applicants, other than as indicated in B (1) and (4), above, the possibility of employment by CIA, provided that such discussions do not involve specific salary levels or commitments for actual employment by CIA, unless the official concerned has the delegated authority to make commitments.
- (6) Each contact or discussion with any individual which involves his possible employment by CIA and which is not handled by officials of the Personnel Office will be immediately reported to the Assistant Director (Personnel) with a brief statement of the circumstances.

#### C. Appointment

- (1) Positions shall be filled by direct recruitment rather than by certification from the Civil Service Commission.
- (2) An individual without prior U. S. Government service shall be carried in a trial period status for the first full year of his employment. Service in the personnel pool for provisionally cleared personnel shall not be credited toward the trial period.
- (3) An individual with prior U. S. Government service who has served under war service or excepted appointment shall be required to serve the first six months in a trial period status.
- (4) During the trial period, the employee shall receive special attention and instruction to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner.

-2-

CONFIDENTIAL

## CENTRAL INTELLIGENCE AGENCY REGULATION

- (5) An individual with Civil Service status shall be appointed by transfer or reinstatement without time limitation or trial period.
- (6) All appointments and assignments are subject to the prior security approval of the Inspection and Security Office.

## D. Promotion

- (1) Promotions shall be governed by the needs of the Agency and by the performance of the individual.
- (2) Every effort shall be made to fill newly created or vacant positions by promotion from within the Agency before external recruitment is undertaken. Each Office shall assist in devising and making known to its employees practical programs for assignments and promotions in order to take full advantage of their accomplishments and capabilities. These plans will be coordinated with the career management program of the Training Office.

## E. Obtaining Civil Service Status

Under certain conditions it is possible for an employee to obtain permanent Civil Service status while serving with this Agency. Each case is handled on an individual basis.

## F. Employee Organizations

An employee shall have the right to join, or refrain from joining, lawful employee organizations, except when an employee's membership in such an organization would conflict with the interests and requirements of his duties in the Agency.

## G. Employee Loyalty

Employees shall be protected from unfounded accusations of disloyalty through an established Loyalty Review Board.

## H. Separation

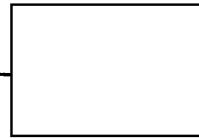
- (1) If after the trial period the level of performance of an appointee is deemed inadequate, he shall be reassigned to a position of lower grade or separated from the Agency. Continued employment after the trial period is conditioned upon continued satisfactory performance.
- (2) The Director of Central Intelligence may summarily terminate the employment of any officer or employee of the Agency whenever he shall deem such action necessary or advisable in the interests of the United States under the provisions of the National Security Act of 1947.

-3-

CONFIDENTIAL

25X1

CENTRAL INTELLIGENCE AGENCY REGULATION

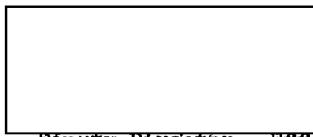


I. Inquiries Regarding Personnel or Personnel Matters

- (1) All inquiries regarding personnel or personnel matters, either written or verbal, from the White House, members of Congress, or committees of national political parties received by an employee or Office of this Agency shall be referred to the General Counsel for action and reply.
- (2) Action on all other inquiries regarding personnel or personnel matters will be taken by the Personnel Director.

J. Outside Employment

Employees must obtain Agency approval before accepting outside positions in addition to their responsibilities with the Agency.



25X1

Deputy Director Effective:  
(Administration) Rescind : All previous  
editions of

25X1

-4-

CONFIDENTIAL

**Next 15 Page(s) In Document Exempt**

8 October 1951

MEMORANDUM FOR: Advisor for Management  
FROM: Special Assistant AD/P  
SUBJECT: Requested Changes in CIA Regulations  
[redacted]

25X1A

25X1A

1. Confirming telephone conversation this morning with [redacted] it is suggested that the attached proposed changes in the above regulations be handled in two bites rather than one. Elimination of the Personnel Policy Board as covered in 1.A. (5) of the present [redacted] and the submission of new procedures for initiating, authorizing, and approving requests for personnel action as covered in the proposed changes in paragraph 2. A. of Regulation [redacted] are all clear and should go ahead as rapidly as possible.

25X1A

25X1A

2. The recommended changes in paragraph 1. B. of [redacted] covering Procurement Contacts need to be cleared personally by Mr. Wolf with General Smith.

3. Clarification on the procedures on initiating personnel requests is badly needed and for this reason it is suggested that we go ahead with this change and not hold it pending Mr. Wolf's return to discuss the second change with General Smith.

4. We are suggesting the change in wording indicated in pencil in paragraph 2. A. of [redacted] and that ~~is~~ (2) of [redacted] be deleted.

25X1A

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CONFIDENTIAL

OCT 8 1951

REVISION OF POLICY GOVERNING THE APPOINTMENT OF  
PERSONS EMPLOYED BY THE FEDERAL GOVERNMENT

AT

1. Under CIA Regulation [ ] (Paragraph B, "Procurement Contacts"), employment possibilities may be discussed with a person who is already employed by the Federal Government only upon presentation of a written statement from his agency authorizing him to seek other employment, or if otherwise authorized by the personnel office of such agency. In addition, transfers of personnel from other Federal establishments which involve promotions are explicitly prohibited. With the exception mentioned in the next paragraph, it is proposed that these limitations upon present hiring of Federal employees should be speedily removed. This recommendation is based upon the following observations:

- a. Generally, Federal agencies have eliminated the requirement that release statements from other agencies be obtained as a prerequisite to the appointment of Federal employees; it is probable that the present policies of the CIA are unique in this respect; further, the fact that CIA accords this courtesy to other agencies has not resulted in reciprocal consideration. A substantial number of CIA employees transfer to other agencies and only in the rarest instances do these agencies request permission from this agency to effect such transfers.
- b. The present release requirement discourages many persons from applying for CIA employment. Understandably, many prospective applicants have no desire to incur the displeasure of their supervisors, particularly when appointment processing in this agency generally entails several months' time. The fact that it is known that an employee has applied for employment outside his agency often eliminates the individual from consideration for new assignments, advancements, or other benefits, and sometimes results in unpleasant relationships between the employee and his superiors.
- c. The restriction against promotion at the time of transfer has established an especially difficult obstacle to recruitment since the motivation of immediate financial advancement must be eliminated in discussing the advantages of Agency employment in relation to the applicant's present situation.
- d. These restrictive provisions of the Agency personnel policy have the effect of nullifying the present Federal policy of encouraging the movement of employees from non-defense agencies. The Federal reemployment rights program, administered by the Civil Service Commission, provides a regular procedure whereby defense agencies are authorized on their own initiative to effect appointments of Federal employees working in non-defense agencies. To accelerate

this shift of personnel to defense agencies, employees of non-defense agencies are granted reemployment rights to their former agency, to be effective upon curtailment of employment in defense-type agencies. In accordance with this procedure a defense agency desiring to appoint an employee of a non-defense agency will send an official notice to that effect directly to the non-defense agency. It is presumed, in these cases, that utilization of employees' skills in defense agencies serves the national interest better than their retention in non-defense work. In several cases the CIA requirement that permission be obtained to discuss employment in this agency has placed the employee at a disadvantage under the Federal reemployment rights program. The pattern which can be traced in these cases begins with the employee's request for a release statement which gives the non-defense agency the means for learning of his interest in CIA employment. Then, before security clearance is granted for the individual's employment in CIA, he is placed on reduction in force rolls by his agency. This maneuver deprives the applicant of the opportunity to obtain reemployment rights since the program does not extend to persons who have obtained notification of involuntary termination prior to official notification from the defense agency of intent to take appointment action.

- e. The release requirement does not appear to be entirely consistent with the Agency's security program. For example, the employee must frequently negotiate through various layers in his agency hierarchy in order to obtain a statement of permission to discuss employment possibilities with CIA. His interest, therefore, becomes a matter of general knowledge. Subsequently, the security representative investigating his employment in that agency will pose as the investigator of another organization in order to de-emphasize the interest of CIA in the individual. These two processes would seem to be somewhat inconsistent.

2. The need for CIA to maintain the highest level cooperative relationships with certain agencies would seem to dictate an exception to the general recruitment procedures. Therefore, applicants for CIA employment who are already working in Federal activities engaged in intelligence, security, or law enforcement functions should be required to present statements from their agencies authorizing these persons to seek employment here.

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Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

INITIATION OF PERSONNEL ACTIONS

25X1A

It is recommended that CIA Regulation [ ] be amended to provide for designating the location of authority for approving personnel actions, in harmony with the following proposal:

1. Deputy Directors and Office heads are responsible for the initiation of personnel actions on authorized positions under their jurisdiction, and for the routing of such actions to the Personnel Office after appropriate authentication of the recommendation, as provided below.
  - a. Personnel actions involving grade GS-18 and the three special grades authorized by Public Law 110, as amended, will be signed by the Deputy Director under whose jurisdiction the position is located, and referred to the Director for approval.
  - b. Personnel actions in grades GS-16 and 17 will be signed by the Office head and Deputy Director in whose jurisdiction the position is located.
  - c. Personnel actions in grades GS-15 and below will be signed by the Office head concerned. Office heads may designate individuals within their organizations to sign and forward personnel actions involving grades through GS-15. The names of individuals so designated and any changes in designations will be furnished in writing to the Personnel Office.
2. The Personnel Director is authorized to act on recommended personnel actions involving grades through GS-17. The Chief, Covert Personnel Division and the Chief, Overt Personnel Division are authorized to act on recommended personnel actions involving grades through GS-15.

**Next 5 Page(s) In Document Exempt**

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

30 January 1950

SUBJECT: Employment of Consultants.

1. Effective this date, all consultants, whether to be employed on a WAE or WOC basis, will be processed for appointment and the necessary security clearance in the same manner as regular full time employees.

ILLEGIB

2. A completed appointment form will be submitted to the proper Personnel Division in each case of desired employment, information as to the length of time the services of the individual will be used, whether on a one-time or intermittent basis (i.e. one day per week, two weeks per month, etc.), whether in CIA buildings or at other work locations, and any other pertinent factors at variance with the normal utilization of a regular full time employee.

3. When first reporting for duty under an approved contract, the individual will be routed to the appropriate Personnel Division for the completion of the employment action.

4. Appropriate supervision must be exercised over the use of consultants to insure that their services are being utilized in accordance with Agency regulations. Time and Attendance Cards submitted for payment for services must reflect actual hours worked, and include a certification by the supervising division or branch chief.

5. In accordance with existing laws, the following certification will be attached to his Time and Attendance Records by the consultant:

"I certify that on the days covered by this report, during which I was employed by CIA, I performed no duties for any other Government Agency for which compensation has been or will be claimed."

6. All outstanding consultant appointments will be reviewed by the Personnel Divisions as of 30 June and 31 December each year. Recommendation for renewal or cancellation will be requested of the appropriate Assistant Director or Staff Chief.

7. Upon determination that a consultant's services are no longer required, the Assistant Director or Staff Chief concerned will notify the Personnel Division on the proper termination form. The Personnel Division will arrange for final clearance. Any outstanding indebtedness to the Agency will be referred to the appropriate office for settlement prior to processing of the termination action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

7 11 1950

**Next 1 Page(s) In Document Exempt**

**CONFIDENTIAL**  
*Office Memorandum* **UNITED STATES GOVERNMENT**

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

**TO :** Personnel Director  
**FROM :** Budget Officer  
**SUBJECT:** Proposed Administrative Instruction Regarding Employment of Consultants and Experts

**DATE:** 29 December 1949

1. There is attached a redraft of the proposed Administrative Instruction pertaining to the "employment of consultants" which has been prepared by this office to meet certain budgetary and fiscal requirements. It does not appear that the changes suggested will have any material effect from either a security or legal viewpoint.

2. It is desired that the attached schedule which shows information pertaining to the work performed by the consultants and experts be returned to this office at the time the proposed Instruction is issued since we desire to follow through on certain aspects of the problem with the Fiscal Division.

3. Copies of our redraft have been furnished the Security Branch, I&S, and the General Counsel.

[Redacted]

E. R. SAUNDERS

25X1

Attachment

**CONFIDENTIAL**

**Next 2 Page(s) In Document Exempt**

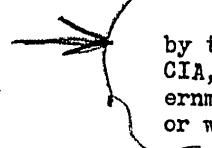
C O P Y

Acting Chief, Finance Division 10 November 1949  
Thru : Acting Chief, Special Support Staff  
Acting Chief, Employees Division

Consultants

1. [ ] was concerned about the problem of  
consultants of this Agency being simultaneously employed by  
another Agency. I have discussed the matter with [ ]  
and he has agreed that a certification placed on the time and  
attendance record and signed by the consultant would suffice  
for payment. It is suggested that the following certification  
be used:

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"I certify that on the days covered  
by this report, during which I was employed by  
CIA, I performed no duties for any other Gov-  
ernment Agency for which compensation has been  
or will be received."

2. If you are in accord with this method of control,  
I suggest that you advise both OSO and OPC of the new procedure.

[ ]

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**Next 3 Page(s) In Document Exempt**

~~CONFIDENTIAL~~

25 September 1951

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Proposed Revision of CIA Regulation No. [redacted]

25X1

1. As suggested in the attached memorandum from the Legislative Counsel dated 21 September, there is submitted herewith proposed revision of CIA Regulation No. [redacted]

2. The only change is in paragraph B which has been amended to expand the membership of the Loyalty Board to include the three Deputy Directors and all Assistant Directors of the Agency. At present only the Deputy Director (Administration) and the Deputy Director (Plans) are members.

3. Please note the recommendation contained in paragraph 4 of the Legislative Counsel's memorandum which suggests that the Legal Advisor also serve as Recorder of the Board and that the Executive Secretary be deleted from the Loyalty Board procedure. If this recommendation is approved, the change may be indicated on the attached revision of [redacted]

25X1

[redacted]  
Advisor for Management

25X1

DLM/ls

cc: subject ✓  
      chrono

~~CONFIDENTIAL~~

21 September 1951

Memorandum for: Deputy Director (Administration)

Through: Advisor for Management

From: Legislative Counsel

Subject: Proposed Revision of CIA Regulation No.  25X1

1. At recent meetings of the CIA Loyalty Board, it was the consensus of the members that the Board should be expanded from its present membership of the three Deputy Directors to include all the Assistant Directors of the Agency.

2. It was felt that as each case arose, the Chairman of the Central Intelligence Agency Loyalty Board (the Deputy Director of Central Intelligence) would designate a three-man panel of the Board to sit on the specific case. It was also informally agreed that where a given case was particularly complex or involved senior officials of the Agency, the three Deputies would sit as the panel.

3. In view of the above, it is recommended that CIA Regulation No.  dated 27 June 1951, subject: Loyalty Board and Loyalty Adjudication Procedure, should be amended by changing paragraph B thereof to read as follows:

"A Loyalty Board is established for the Central Intelligence Agency to adjudicate all loyalty cases arising in the Agency. It shall be composed of the following officials:

Deputy Director of Central Intelligence	- Chairman
All Deputy Directors and All Assistant Directors	- Members
Executive Assistant to the Director	- Recording Secretary - without vote
General Counsel or his designated representative	- Advisor - without vote
Assistant Deputy (Inspection and Security) or his designated representative	- Advisor - without vote

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SEP 22 1951

~~CONFIDENTIAL~~  
-2-

The Chairman of the CIA Loyalty Board shall designate a panel of at least three members of the Board to sit in each case. No individual shall sit as a member of the Loyalty Board convened to consider a case of an employee assigned to his office."

1  
4. [redacted] the Recorder of the Board, joins the legal advisor in recommending that the legal advisor also serve as Recorder of the Board in view of the fact that all records are made and kept in the General Counsel's Office. It is therefore recommended that the Executive Secretary be deleted from the Loyalty Board procedure.

Walter L. Pforzheimer

~~CONFIDENTIAL~~

**Next 1 Page(s) In Document Exempt**

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## Office Memorandum UNITED STATES GOVERNMENT

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

TO : Advisor for Management  
FROM : Assistant General Counsel  
SUBJECT: Revision of CIA Regulation No.

DATE: 22 June 1951

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1. The following revisions to CIA Regulation No.  are suggested:

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a. Paragraph 10A, second line, after "Executive Order 9835," insert the following:

"as amended by Executive Order 10241,"

b. Paragraph 10E. It is suggested this paragraph be re-written as follows:

"The standard for the refusal of employment or the removal from employment in the Agency on grounds relating to loyalty under Executive Order 9835, as amended, shall be that, on all the evidence, there is reasonable doubt as to the loyalty of the person involved to the Government of the United States. The decision shall be reached after consideration of the complete file, arguments, briefs and testimony presented."

25X1

Encl:

P. 1, CIA Reg. No. 

Par D must be eliminated  
and the remaining pars.  
should be relettered. (By direction  
of Loyalty Review Board).

25X1

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**Next 1 Page(s) In Document Exempt**

SECRET

18 September 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Revision of CIA Regulation Nos. [ ] Employment  
Review Board and Procedures and [ ] Loyalty Board and  
Loyalty Adjudication Procedures

25X1

25X1

1. In accordance with your instructions, subject Regulations have been revised to reflect changes in the composition of the Employment Review Board and the Loyalty Review Board, and are attached for approval and signature.

2. The change in the Employment Review Board is reflected in paragraph C of CIA Regulation No. [ ] and the change in the Loyalty Review Board is reflected in paragraph B of CIA Regulation No. [ ]. Except for format, these two paragraphs agree with the statements which have been approved by the Deputy Director.

25X1

3. Please note that only one page of CIA Regulation No. [ ] is attached. The entire Regulation will have to be reprinted and pages renumbered in order to place paragraph B in proper sequence, but since there are no changes in language in subsequent paragraphs, this can be done by splicing the negatives, thus avoiding the possibility of typographical errors.

25X1

4. CIA Regulation No. [ ] has been retyped to reflect the following changes in addition to the change reflected in paragraph C:

a. The title "Personnel Director" which appears throughout the previous edition has been changed to read "Assistant Director (Personnel)". These changes were made with the concurrence of the Assistant Director (Personnel) and we hold his written approval.

b. The third sentence in paragraph G has been changed from "Any member including the Legal and Special Advisor may append an individual signed comment" to "Any member or Advisors may append an individually signed comment. This change has the oral concurrence of the General Counsel's Office.

5. Upon recommendation of the General Counsel's Office, both Regulations have been prepared for the Director's signature. Their feeling is that in the event a case should be taken to court, the order establishing either Board might be challenged if it were not signed by the head of the Agency.

25X1

[ ]  
Acting Chief, O & M Service

Atch.

CIA Reg No. [ ]

CIA Reg No. [ ]

SEP 26 1952

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## 9. EMPLOYMENT REVIEW BOARD AND PROCEDURES

A. Sub-paragraph (c) of Section 102, National Security Act of 1947 (Public Law 253 - 80th Congress), is quoted below:

"Notwithstanding the provisions of Section 6 of the Act of August 24, 1912 (37 Stat. 555), or the provisions of any other law, the Director of Central Intelligence may, in his discretion, terminate the employment of any officer or employee of the Agency whenever he shall deem such termination necessary or advisable in the interests of the United States, but such termination shall not affect the right of such officer or employee to seek or accept employment in any other department or agency of the Government if declared eligible for such employment by the United States Civil Service Commission."

B. The Section quoted above was enacted to enable CIA to maintain high personnel standards essential to a national intelligence Agency.

C. (1) An Employment Review Board is established to provide an impartial review, and advise the Director in the just and equitable exercise of his discretionary power under the Act. This Board shall be composed of the following officials or their designated representatives.

/Deputy Director of Central Intelligence - Chairman  
All Deputy Directors and Assistant Deputy  
Directors, the Inspector General, all  
Assistant Directors and Deputy As-  
sistant Directors, the members of the  
Board of National Estimates, the Senior  
Staff Chiefs of the Office of the  
Deputy Director (Plans), and the Execu-  
tive Assistant and the Assistants to  
the Director - Members  
General Counsel or his designated repre-  
sentative - Advisor - without vote and  
Recording Secretary

Assistant Deputy (Inspection and Security)  
or his designated representative - Advisor - without vote/

(2) No individual shall sit as a member of the Employment Review Board convened to consider a case of an employee assigned to his office.

(3) /The Chairman, or in his absence the Deputy Director (Administration) or the Assistant Deputy Director (Administration), shall designate a panel of at least three members of the Board to sit in each case. The regularly designated meeting time for the presentation of Employment Review Board cases shall be Tuesdays at 1630 hours. The members will be notified

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Security Information

several days in advance in each case, so that they may reserve the time and acquaint themselves with any necessary details in each case. Once a panel has met on a given case, the Chairman of the panel is responsible for the arrangement of subsequent meetings and the timely completion of the case.<sup>7</sup>

D. (1) Every case involving involuntary termination of an employee will be forwarded by the head of the appropriate office to the Assistant Director (Personnel) together with all applicable reports of investigation and other pertinent records.

(2) (a) If the Assistant Director (Personnel) determines that final administrative action by his Office is not feasible, he shall immediately forward the record to the Board for its consideration.

(b) The Board will make a preliminary review to determine if there is sufficient evidence to warrant formal Board proceedings and recommendations to the Director. If formal Board proceedings are not considered feasible, the Chairman will return the records to the Assistant Director (Personnel) so stating.

(c) If the evidence presented is considered sufficient for formal Board proceedings, the Assistant Director (Personnel) will be informed in writing by the Chairman of the Board, with instructions to place the employee concerned on leave under the provisions of this directive (with pay to the extent of accrued leave and without pay in excess thereof), and transmit to him at his home address a written notice by registered mail, return receipt requested, to include the following:

(1) That information has been presented to the Employment Review Board indicating the possibility of the termination of his employment with CIA under the provisions of the law quoted in paragraph A. of this Regulation.

(2) That his case will be considered by the Board within ten days from date of notification. (In cases of employees assigned in other than the Washington area, the period of time will be extended to twenty-one days to enable the employee either to appear at his own expense or to submit a written statement for consideration.)

(3) That inquiries in connection with suspension notices should be made to the Assistant Director (Personnel).

(4) That the employee may submit to the Assistant Director (Personnel) a written statement to be considered by the Board or a request to appear in person before the Board.

(5) That the employee may resign voluntarily under circumstances indicated below:

(a) At any time prior to the Director's action on recommendations

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Security Information

of the Board.

(b) When resignation is not submitted prior to the Director's action, and the Director determines that employment should be terminated, the Director may authorize that the employee be afforded a further opportunity to resign within 48 hours after receipt of notification to that effect. In such circumstances, if resignation is not submitted within the indicated period, employment will be terminated under the authority quoted in paragraph A. above.

(d) When circumstances permit, more specific basis for Board action will be specified by the Chairman of the Board to be included in the notice to the employee concerned.

(3) Prior to the dispatch of the notice to the employee the Assistant Director (Personnel) will personally notify the head of the Office concerned, verbally or in writing, of the action initiated.

E. The Assistant Deputy (Inspection and Security) may refer directly to the Board any case arising within the scope of his functions. Action will be taken by the Board in the same manner as for cases covered under paragraph D. above, except that records which are returned by the Chairman on the basis of insufficient evidence will be returned directly to the Assistant Deputy (Inspection and Security).

F. The Assistant Director (Personnel) will:

- (1) Ascertain at the earliest practicable date, the desires of the employee placed on leave under the provisions of this Regulation to make statements in person before the Board, and, when requested, will arrange a schedule for such appearances directly with the Board recorder.
- (2) Forward directly to the Board recorder written statements received from employees placed on leave under the provisions of this Regulation.

G. In those cases where formal proceedings are decided on, the Board will give full consideration to each case, including voluntary written or verbal statements of individuals concerned, and such additional evidence as may be deemed necessary, and prepare a written recommendation to the Director. The recommendation will be signed by each voting member of the Board, noting concurrence or nonconcurrence in each case. Any member or Advisor may append an individually signed comment. The complete record of each case considered by the Board will be attached to the Board's recommendations for the information of the Director.

H. The Director's determination in each case considered formally by the Board will be final. If his decision is to terminate employment, notice of

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Security Information

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1

separation to the Civil Service Commission will state only that separation is accomplished by order of the Director under authority granted by subparagraph (c) of Section 102 of the National Security Act of 1947, without further amplification.



Director of Central Intelligence Effective:  
Rescind : All previous editions  
of  25X1

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Security Information

## CENTRAL INTELLIGENCE AGENCY REGULATION

25X1

## 10. LOYALTY BOARD AND LOYALTY ADJUDICATION PROCEDURE

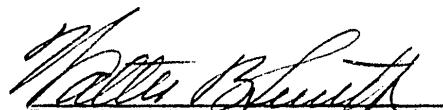
A. The Regulations and Directives duly promulgated by and under the authority of the Loyalty Review Board, in accord with the provisions of Executive Order 9835, as amended by Executive Order 10241, constitute the basic and controlling regulations to govern all loyalty adjudication procedures in the Central Intelligence Agency.

B. (1) A Loyalty Board is established for the Central Intelligence Agency to adjudicate all loyalty cases arising in the Agency. It shall be composed of the following officials or their designated representatives:

Deputy Director of Central Intelligence	- Chairman
All Deputy Directors and Assistant Deputy Directors, the Inspector General, all Assistant Directors and Deputy Assistant Directors, the members of the Board of National Estimates, the Senior Staff Chiefs of the Office of the Deputy Director (Plans), and the Executive Assistant and the Assistants to the Director	- Members
General Counsel or his designated representative	- Advisor - without vote and Recording Secretary
Assistant Deputy (Inspection and Security) or his designated representative	- Advisor - without vote

(2) No individual shall sit as a member of the Loyalty Board convened to consider a case of an employee assigned to his office.

(3) The Chairman, or in his absence the Deputy Director (Administration) or the Assistant Deputy Director (Administration), 7 shall designate a panel of at least three members of the Board to sit in each case. The regularly designated meeting time for the presentation of loyalty cases shall be Tuesdays at 1630 hours. The members of a panel will be notified several days in advance in each case, so that they may reserve the time and acquaint themselves with any necessary details in each case. Once a panel has met on a given case, the Chairman of the panel is responsible for the arrangement of subsequent meetings and the timely completion of the case.



Director of Central Intelligence Effective:

Rescind : Page 1 of    
5 October 1951

25X1

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Security Information

## Security Information

15 September 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Revisions of CIA Regulations

1. Attached herewith is a proposed revision of paragraph B of CIA Regulation No [redacted] Loyalty Board and Loyalty Adjudication Procedure.

25X1

25X1A 2. Also attached herewith is a revision of paragraph C of CIA Regulation N [redacted] Employment Review Board and Procedures.

3. These two proposed revisions have been approved by Mr. Dulles, and the initialed copies are attached herewith as a basis for issuance.

25X1A

[redacted]  
WALTER L. PFORZHEIMER  
Legislative Counsel

Attachments - 2

**CONFIDENTIAL**  
Security Information

SEP 16 1952

An Employment Review Board is established to provide an impartial review, and advise the Director in the just and equitable exercise of his discretionary power under the Act. This Board shall be composed of the following officials or their designated representatives.

Deputy Director of Central Intelligence	- Chairman
All Deputy Directors, and Assistant Deputy Directors, the Inspector General, all Assistant Directors and Deputy Assistant Directors, the members of the Board of National Estimates, the Senior Staff Chiefs of the Office of the Deputy Director for Plans, and the Executive Assistant, and the Assistant to the Director	- Members
General Counsel or his designated representative	- Advisor - without vote and Recording Secretary
Assistant Deputy (Inspection and Security) or his designated representative	- Advisor - without vote

The Chairman, or in his absence the Deputy Director/Administration or the Assistant Deputy Director/Administration, shall designate a panel of at least three members of the Board to sit in each case. No individual shall sit as a member of the Employment Review Board convened to consider a case of an employee assigned to his office. The regularly designated meeting time for the presentation of Employment Review Board cases shall be Tuesdays at 1630. The members will be notified several days in advance in each case, so that they may reserve the time and acquaint themselves with any necessary details in each case. Once a panel has met on a given case, the Chairman of the panel is responsible for the arrangement of subsequent meetings and the timely completion of the case.



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Security Information

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## Office Memorandum • UNITED STATES GOVERNMENT

Executive Registry  
1-7783

25X1A

TO : Deputy Director (Administration)

FROM : Advisor for Management

SUBJECT: Fair Employment Procedure

DATE: 2 May 1951

7 [redacted]

1. The Comptroller, the Advisor for Management, and a representative from the Personnel Office met on 30 April 1951 to discuss the President's Fair Employment Program as directed. The Comptroller stated that to date no complaints have been submitted to the Fair Employment Officer.

2. In order to bring the program to the attention of all employees periodically, the following methods are recommended:

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a. Issue a notice annually in the Spring of the year to all components of the Agency through the Section level (Distribution No. 4) requiring all supervisors to assure that each employee under their jurisdiction reads and understands CIA Regulation [redacted] (Advisor for Management) ✓ [redacted]

25X1A

OK  
OK  
- C. Baird

b. Incorporate, in brief form, the essentials of the Fair Employment Program in the Employees' handbook, making reference to CIA Regulation [redacted] (Personnel Director)

c. Include appropriate comments regarding Fair Employment in the orientation program for new employees. (Director of Training)

3. The Employees' handbook is currently being revised so the method suggested in paragraph 2.(b) will be accomplished within a relatively short period of time.

4. The above actions can be accomplished and the matter referred to at Assistant Directors' meetings periodically.

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[redacted]

Advisor for Management  
Approved. Please furnish periodic reminders  
for AD & Admin Office Head staff meetings. Call  
requirement for Deputy FEO to attention of our FEO.

105  
4 May  
1951

Chapter IV—Fair Employment Board

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4  
Part 410—INSTRUCTIONS FOR CARRYING  
OUT THE FAIR EMPLOYMENT PROGRAM  
UNDER EXECUTIVE ORDER 9980

Effective May 1, 1951, Part 410 is revised and amended to read as follows:

Sec.

410.1 Coverage.

410.2 Explanation of terms.

Sec.

410.3 Fair Employment Officer.

410.4 Instructions for handling complaints  
and appeals made by individuals.

410.5 Instructions for handling complaints  
filed by groups or organizations.

410.6 Records and reports.

410.7 Dissemination of information.

AUTHORITY: §§ 410.1 to 410.7 issued under  
E. O. 9980, July 26, 1948, 13, F. R. 4311, 3  
CPR, 1948 Supp.

§ 410.1 *Coverage.* (a) Executive Order  
9980 and this part apply to all departments and agencies in the executive  
branch of the Federal government.

(b) The remedies provided under Executive Order 9980 and this part shall be  
available to citizens of, and persons who  
owe allegiance to the United States who  
are employed by, or are applicants for  
employment in the executive branch of  
the Federal Government.

§ 410.2 *Explanation of terms*—(a)  
*Department.* Any department or agency  
of the executive branch of the Federal  
government, including the Civil Service  
Commission.

(b) *Employee.* An individual appointed  
by a Federal officer, and who is  
engaged in the performance of Federal  
functions in the executive branch of the  
Federal government under authority of  
an act of Congress or an Executive order,  
and who, in the performance of such  
duties, is supervised and directed by a  
Federal officer.

(c) *Applicant.* A person failing of  
appointment in the executive branch of the  
Federal government who alleges a  
grievance relating to discrimination.

(d) *Discrimination.* An unfavorable  
personnel action affecting an employee  
or applicant based on race, color, religion,  
or national origin and not on  
merit and fitness. Preference in ap-  
pointment and difference in conditions  
of employment, such as pay, leave, hours  
of work, etc., based upon law or upon  
regulations under authority of law do  
not constitute discrimination within the  
meaning of Executive Order 9980.

(e) *Personnel action.* Any action taken  
within a department which affects the equality of economic opportunity  
of an employee or applicant, ex-  
cept an action taken pursuant to a  
formal decision of the Fair Employment  
Board and designed to correct a specific  
discrimination. The term "personnel  
action" shall include failure to act.

(Continued on p. 3273)

## Justice Department

See Allen Property, Office of.

See Wage and Hour Division.

## Land Management, Bureau of

## Notices:

Alaska; shore space restoration	3310
California; revocation of orders opening lands to entry under Forest Homestead Act	3310
Hearings, etc.	
Georgia-Alabama Broadcast- ing Corp. (WGBA)	3318
Harmco, Inc. (KROY)	3317
Huntsville Times Co., Inc. (WHBS)	3317
Logan Broadcasting Corp. (WVOW) et al.	3316
Lyon, Leonard R.	3318
Patterson, S. H. (KJAY)	3317
United Broadcasting Co., Inc. (WAPX)	3317
Western Broadcasting Assoc- iates and West Side Radio	3315
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(f) *Complete file.* All letters, notices, memoranda, reports, transcripts, affidavits or supporting documents in connection with the initiation, investigation, hearing, decision and closing of a case or cases.

(g) *Deputy Fair Employment Officer.* The term "Deputy Fair Employment Officer" shall include committees and boards.

§ 410.3 *Fair Employment Officer.* The head of each department shall appoint a Fair Employment Officer who shall have full operating responsibility under the immediate supervision of the head of the department for carrying out the fair employment policies stated in Executive Order 9980. In each department, as defined in § 410.2 (a), which is composed of two or more bureaus or comparable subordinate organizational units, the Fair Employment Officer shall appoint one or more Deputy Fair Employment Officers who, under his general supervision shall have the responsibility for carrying out the fair employment policy and procedures within their respective organizational units.

§ 410.4 *Instructions for handling complaints and appeals made by individuals—(a) Initiation of complaint.* (1) Procedures under this section shall apply

and be available only to an employee or to a person failing of appointment who alleges that a personnel action, as defined in § 410.2 (a), which affects him has been taken because of race, color, religion, or national origin.

(2) The complaint must be made not later than three months from the date of the personnel action complained of, unless failure to submit the complaint within these time limits was due to unusual circumstances beyond the control of the complainant.

(3) An employee may file a complaint with the first-line supervisor, with the Deputy Fair Employment Officer, or with the Fair Employment Officer. Complaints initiated with the supervisor may be oral or in writing. Those initiated with the Deputy Fair Employment Officer or the Fair Employment Officer must be in writing.

**Note:** Employees should be encouraged to seek informal adjustment of their complaints with their immediate supervisors. It is the view of the Board that good relations between the supervisor and the employee will thus be furthered. Many incipient complaints can be eliminated by giving valid reasons for an action that is being brought into question. Where error has crept in, the supervisor will have opportunity to correct it on his own motion. Furthermore, with responsibility upon the supervisor for initial action on the complaint the problems involved will be more forcefully impressed upon him. If no adjustment can be made, the supervisor should advise the employee to put his complaint in writing.

(4) An applicant may file a complaint with the Deputy Fair Employment Officer, or with the Fair Employment Officer of the department. Such complaints must be in writing.

(5) Any initial written complaint must specify:

(i) The name of the department and employing unit against which complaint is made.

(ii) The specific personnel action or actions complained of.

(iii) The approximate dates or date thereof.

(iv) A statement of all pertinent facts in support of the allegation of discrimination, including dates, names of individuals involved, incidents, occurrences, and circumstances.

(v) Remedies sought.

(vi) Signature of complainant.

(b) *Supervisor's action on a complaint.* (1) If a written complaint is made to a supervisor, immediate steps shall be taken to effect such adjustment as is warranted by the facts. If the complaint is adjusted to the satisfaction of the complainant, a written report of such adjustment shall be made to the Deputy Fair Employment Officer. If the complaint cannot be adjusted satisfactorily and promptly, the report to the Deputy Fair Employment Officer shall set forth the basis for the complaint and the reasons for the supervisor's inability to effect a satisfactory adjustment.

(c) *Deputy Fair Employment Officer's action on a complaint—(1) Investigation and adjustment by informal negotiation.* On receipt of an original complaint or a complaint referred to him by a super-

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## RULES AND REGULATIONS

operator of the farm voluntarily surrenders in writing to the county committee by the closing date established by the State Committee, which shall not be later than June 1, 1951, shall be deducted from the allotment to such farm in accordance with instructions issued by the Assistant Administrator. If any part of the farm acreage allotment is permanently released (i. e., for 1951 and all subsequent years), such release shall be in writing and signed by both the owner and the operator of the farm.

(b) *Reapportionment of released acreage allotment.* The acreage allotments released under paragraph (a) of this section shall be reapportioned by the county committee, in accordance with instructions issued by the Assistant Administrator, to other farms in the same county receiving allotments in amounts determined by the county committee to be fair and reasonable on the basis of land, labor, and equipment available for the production of peanuts; crop rotation practices; and soil and other physical factors affecting the production of peanuts. Such reapportionments shall be made on the basis of applications filed on Form MQ-30-(Peanuts) 1951 by farm owners or operators with the county committee not later than a closing date established by the State committee, which shall be not earlier than May 1, 1951, or later than July 1, 1951.

(c) *Maximum acreage allotment.* No allotment shall be increased by reason of the provisions in paragraph (b) of this section to an acreage in excess of the larger of (i) the result obtained by multiplying the tillable acreage available for the farm by the tillable acreage factor or (ii) the largest picked and threshed peanut acreage for the farm (excluding excess acreage) for any one of the years 1948, 1949, or 1950, as determined under instructions issued by the Assistant Administrator.

(d) *Credit for acreage allotment released for 1951 only.* The release, for 1951 only, of any part of the acreage allotted for 1951 to individual farms, pursuant to paragraph (a) of this section, shall not operate to reduce the allotment for any subsequent year for the farm from which such acreage was released unless the farm becomes ineligible for an old farm allotment in 1952 because peanuts were not produced on the farm in 1949, 1950 or 1951. Any reapportionment of allotment under this section shall not operate to increase the allotment for any year subsequent to 1951 for the farm to which the acreage is reapportioned.

§ 729.229 *Reallocation of allotments released from farms removed from agricultural production.* The allotment determined or which would have been determined for any land which is removed from agricultural production for any purpose because of acquisition by any Federal, State, or other agency having a right of eminent domain shall be placed in a State pool and shall be available for use in providing equitable allotments for farms owned or purchased by owners displaced because of acquisition of their farms by such agencies. Upon application to the county committee

within five years from the date of such acquisition of the farm, any owner so displaced shall be entitled to have an allotment for any other farm owned or purchased by him equal to an allotment which would have been determined for such other farm plus the allotment which would have been determined for the farm so acquired: *Provided*, That such allotment shall not exceed 50 percent of the acreage of cropland on the farm.

The provisions of this section shall not be applicable if (a) there is any marketing quota penalty due with respect to the marketing of peanuts from the farm or by the owner of the farm at the time of its acquisition by the Federal, State, or other agency; (b) any peanuts produced on such farm have not been accounted for as required by the Secretary; or (c) the allotment next to be established for the farm acquired by the Federal, State, or other agency would have been reduced because of false or improper identification of peanuts produced on or marketed from such farm.

§ 729.230 *Additional acreage allotment for farms producing types of peanuts in short supply.* The additional acreage allotment apportioned to any State producing peanuts of a type or types determined to be in short supply for 1951, less a reserve for the correction of errors, shall be apportioned among farms on which peanuts of such type or types were produced in any one of three years 1948, 1949, and 1950, on the basis of the average picked and threshed acreage of peanuts of such type or types (excluding excess acreage) on each such farm during such period. The reserve for the correction of errors shall be determined by the State Committee on the basis of experience in past allotment programs and its knowledge as to the reliability of data used in apportioning the additional acreage to farms, and shall not exceed three-fourths of one percent of the additional acreage apportioned to the State.

The increase in acreage allotment under this section shall not be considered in establishing future State, county, or farm acreage allotments.

§ 729.231 *Determination of 1947 or 1948 picked or threshed peanut acreage for farms and right of appeal with respect to such determination.* If the total acreage of peanuts picked or threshed on a farm does not exceed the total acreage of peanuts picked or threshed on the farm in 1947, or 1948 if no peanuts were harvested on the farm in 1947, payment of the marketing penalty as provided in section 359 (a) of the Agricultural Adjustment Act of 1938, as amended, will not be required on any excess peanuts which are delivered to or marketed through an agency or agencies designated by the Secretary. The county committee shall, on the basis of data furnished by producers and other available records of peanut acreages and production, determine for each peanut farm in the county the acreage of peanuts picked or threshed in 1947, or 1948 if no peanuts were harvested on the farm in 1947. A notice of the acreage so de-

termined shall be prepared by the county committee and mailed to the farm operator. Any interested person who, as operator, landlord, tenant or share-cropper, is dissatisfied with the acreage so determined for the farm may file an appeal for reconsideration of such acreage. The request for appeal and facts constituting a basis for such consideration must be submitted in writing and postmarked or delivered to the county committee within 15 days after the date of mailing the notice. If the applicant is dissatisfied with the decision of the county committee with respect to his appeal, he may appeal to the State committee within 15 days after the date of mailing the notice of the decision of the county committee. The decision of the State committee shall be final.

Done at Washington, D. C., this 12th day of April 1951. Witness my hand and the seal of the Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,  
Secretary.  
[F. R. Doc. 51-4502; Filed, Apr. 13, 1951;  
0:40 a. m.]

## Chapter IX—Production and Marketing Administration (Marketing Agreements and Orders), Department of Agriculture

### PART 944—MILK IN QUAD CITIES MARKETING AREA

#### ORDER SUSPENDING CERTAIN PROVISIONS OF THE ORDER, AS AMENDED, REGULATING THE HANDLING

Pursuant to the applicable provisions of the Agricultural Marketing Agreement Act of 1937, as amended (7 U. S. C. 601 et seq.), hereinafter referred to as the "act," and of the order, as amended (7 CFR Part 944), regulating the handling of milk in the Quad Cities marketing area, hereinafter referred to as the "order," it is hereby found and determined that:

(a) The provisions of the order only insofar as they relate to the pricing and pooling of non-Grade A milk received from producers and the administrative and marketing service assessments levied thereon no longer tend to effectuate the declared policy of the act.

(b) Notice of proposed rule making, public procedure thereon, and 30 days prior notice of the effective date hereof are found to be impracticable, unnecessary, and contrary to the public interest in that (1) this suspension order relieves handlers from certain restrictions with respect to non-Grade A milk received from producers; (2) it is necessary to issue immediately and make effective not later than April 16, 1951, the suspension order to reflect current marketing conditions and to facilitate, promote and maintain the orderly marketing of milk produced for the Quad Cities marketing area; (3) non-Grade A milk is no longer sold or permitted to be sold for fluid consumption in any of the several municipalities of the marketing area; (4) the recent changes in marketing conditions

Saturday, April 14, 1951

## FEDERAL REGISTER

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room work or other formalized group instruction, the fair employment policy and program shall be included. Likewise, at reasonable intervals the fair employment policy shall be included in the agenda for departmental and field staff, executive, and supervisory conferences.

(c) Information concerning the fair employment policy and the department's practice in putting it into effect shall be published periodically in employee publications.

Effective May 1, 1951.

FAIR EMPLOYMENT BOARD,  
UNITED STATES CIVIL SERV-  
ICE COMMISSION,  
LADELL C. LAWHORN,  
Executive Secretary.

[F. R. Doc. 51-4480; Filed, Apr. 18, 1951;  
8:52 a. m.]

## TITLE 7—AGRICULTURE

## Chapter VII—Production and Marketing Administration (Agricultural Adjustment), Department of Agriculture

## PART 729—PEANUTS

## NATIONAL MARKETING QUOTA, NATIONAL ACREAGE ALLOTMENT, AND APPORTIONMENT TO STATES OF NATIONAL ACREAGE ALLOTMENT FOR PEANUTS FOR THE 1951 CROP

The purpose of the amendment contained herein is to revise the 1951 State peanut acreage allotments issued October 30, 1950 (15 F. R. 7291), in order to comply with certain changes recently made in the peanut marketing quota provisions of the Agricultural Adjustment Act of 1938, as amended (7 U. S. C. 1357-1359) by Public Law 17, 82d Congress, approved April 12, 1951. Section 358 (c) of the act, as amended by the aforesaid Public Law, reads in part as follows:

SECTION 358 (c). (1) The national acreage allotment for 1951, less the acreage to be allotted to new farms under subsection (f) of this section, shall be apportioned among States on the basis of the larger of the following for each State: (a) The acreage allotted to the State as its share of the 1950 national acreage allotment of two million one hundred thousand acres, or (b) the State's share of two million one hundred thousand acres apportioned to States on the basis of the average acreage harvested for nuts in each State in the five years 1945-49: *Provided*, That any allotment so determined for any State which is less than the 1951 State allotment announced by the Secretary prior to the enactment of this Act shall be increased to such announced allotment and the acreage required for such increases shall be in addition to the 1951 national acreage allotment and shall be considered in determining State acreage allotments in future years. . . .

The additional acreage required to establish State acreage allotments in accordance with the foregoing provisions of the act is 34,900 acres.

Farmers throughout the peanut-producing States have been planting peanuts for the 1951 crop. It is therefore imperative that the revised State acreage allotments become effective at the

earliest possible date in order that State and county Production and Marketing Administration committees in affected States may redetermine farm acreage allotments and notify farm operators of the additional acreage which may be planted in 1951 within the farm allotment. Accordingly, it is hereby determined and found that compliance with the notice, procedure, and effective date requirements of the Administrative Procedure Act (7 U. S. C. 1003) is impracticable and contrary to the public interest. The State allotments proclaimed herein shall be effective upon filing of this document with the Director, Division of the Federal Register.

Section 729.203 of a proclamation establishing the national marketing quota, national acreage allotment, and the State acreage allotments for the 1951 crop of peanuts (15 F. R. 7291) is amended to read as follows:

*§ 729.203 Apportionment of the national peanut acreage allotment for the crop produced in the calendar year 1951.* The national peanut acreage allotment proclaimed in § 729.202 (c) and the additional acreage of 34,900 acres authorized by Public Law 17, 82d Congress approved April 12, 1951, are hereby apportioned as follows:

State:	1951 State acreage allotment
Alabama	243,321
Arizona	801
Arkansas	4,710
California	1,050
Florida	61,149
Georgia	585,638
Louisiana	2,101
Mississippi	8,436
Missouri	274
New Mexico	5,478
North Carolina	189,451
Oklahoma	153,298
South Carolina	16,342
Tennessee	3,970
Texas	396,360
Virginia	117,810
New farm reserve	17,711

Total available for allocation..... 1,806,017

(Sec. 375, 52 Stat. 66, as amended; 7 U. S. C. 1375. Interprets or applies sec. 358, 55 Stat. 88, as amended, Pub. Law 17, 82d Cong.; 7 U. S. C. and Sup. 1358)

Issued at Washington, D. C., this 12th day of April 1951. Witness my hand and the seal of the Department of Agriculture.

[SEAL] CHARLES F. BRANNAN,  
Secretary.

[F. R. Doc. 51-4503; Filed, Apr. 13, 1951;  
8:40 a. m.]

[1023 (Peanuts—51) 1]

## PART 729—PEANUTS

## MARKETING QUOTA REGULATIONS FOR 1951 CROP

The amendments set forth herein are made to give effect to certain changes made in the peanut marketing quota provisions of the Agricultural Adjustment Act of 1938, as amended (7 U. S. C. 1357-1359), by Public Law 17, 82nd Congress, approved April 12, 1951. Section

729.228 implements section 358 (g) of the act relating to the release, reapportionment and adjustment of farm acreage allotments. Section 729.229, which is based upon section 358 (h) of the act, governs the reallocation of farm acreage allotments established for farms which are removed from agricultural production. Section 729.230 contains the procedure for apportioning among farms producing a type of peanuts in short supply, the additional acreage which the Secretary of Agriculture determines, pursuant to section 358 (c) (2) of the act, is necessary to produce the quantity of such type of peanuts needed to meet demand therefor. Section 729.231 provides that the county committee shall establish for each peanut farm the acreage of peanuts picked or threshed in 1947, or in 1948 if no peanuts were harvested on the farm in 1947, and states the procedure under which a producer may appeal the determination of the county committee with respect to such acreage. The acreage of peanuts harvested in 1947 or 1948, as the case may be, is required to be established for purposes of section 359 (g) of the act.

Farmers in the southernmost areas of the United States have already begun the planting of their 1951 crops of peanuts, and farmers in the other peanut-producing areas of the Nation are completing their plans for the production of peanuts in 1951. In order that peanut farmers who are affected by the amendments set forth below may make the necessary changes in their plans and operations, it is essential that the amendments be made effective as soon as possible. Accordingly, it is hereby determined and found that compliance with the notice, procedure, and effective date requirements of the Administrative Procedure Act (5 U. S. C. 1003) is impracticable and contrary to the public interest, and the amendments contained herein shall be effective upon filing of this document with the Director, Division of the FEDERAL REGISTER.

The marketing quota regulations for the 1951 crop of peanuts (15 F. R. 7292) are hereby amended by adding the following new sections:

Sec.	729.228 Release and reapportionment.
729.229	Reallocation of allotments released from farms removed from agricultural production.
729.230	Additional acreage allotment for farms producing types of peanuts in short supply.
729.231	Determination of 1947 or 1948 picked or threshed peanut acreage for farms and right of appeal with respect to such determination.

AUTHORITY: §§ 729.228 to 729.231 issued under sec. 375, 52 Stat. 66, as amended. 7 U. S. C. 1375. Interpret or apply secs. 358, 55 Stat. 88, 90, as amended, Pub. Law 17, 82nd Cong.; 7 U. S. C. and Sup., 1358, 1359.

§ 729.228 *Release and reapportionment*—(a) *Release of acreage allotments.* Any part of the acreage allotted for 1951 to an individual farm in any county under the provisions of § 729.222 and § 729.226 on which peanuts will not be produced and which the owner or

**Next 3 Page(s) In Document Exempt**

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
FROM : Acting Personnel Director  
SUBJECT: Revised Fair Employment Procedure

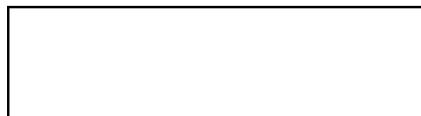
DATE: 19 November 1951

25X1A

1. Reference is made to the proposed revision of CIA Regulation No. [redacted] referred to this office for comment.

2. It is believed that in issuing this revised procedure, additional provisions might be included to clarify the privileges of the complainant in the event a hearing is convened by the Fair Employment Officer. Such amplification might well preclude controversy at the time hearing arrangements are under consideration. In addition to providing for "a place reasonably convenient to the complainant" and for assistance "by a representative of his own choosing," the regulations might also state that a complainant may:

- (1) Arrange for the presence of witnesses or may submit affidavits where witnesses are not available; ✓
- (2) Secure submission of pertinent documentary evidence (consistent with security requirements); and ✓
- (3) Secure assistance from the Personnel Office in connection with the interpretation of regulations and in obtaining witnesses, affidavits and documentary evidence.



25X1A

GEORGE E. MELOON

25X1A

MEMORANDUM FOR: Advisor for Management

13 September 51

use Reg  
onlyATTENTION :  25X1

SUBJECT : Revision of Fair Employment Regulation

No  
serve  
D. J. C. J.  
16 OCT 51

1. I understand that you are revising certain regulations including that covering fair employment procedure with a view to segregating the procedure section from the policy section.

2. I drafted the proposed new regulation which I have submitted to the Fair Employment Chairman of the U. S. Civil Service Commission. The draft was satisfactory to them with three additions which I have included in the draft I am enclosing.

3. I am leaving tomorrow for three weeks annual leave so that it will give you an opportunity to work out procedures by the time I have returned.

 25X1A

Attachment

WILFRED L. PEEL  
Fair Employment Officer

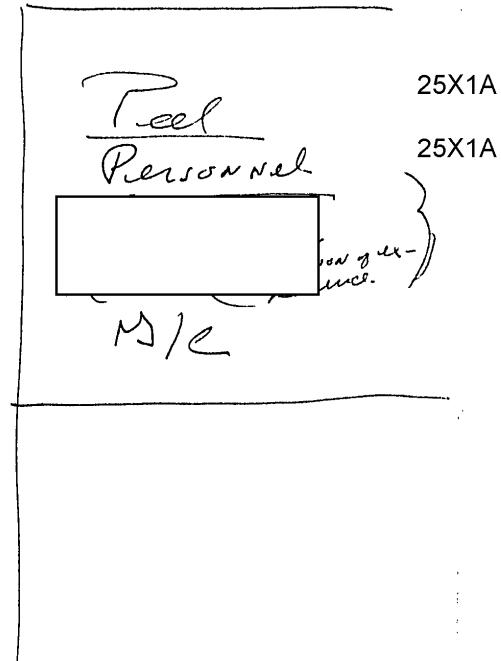
MLP:djk

## Distribution:

Original - addressee  
Subject  
Chrono.



25X1A



**Next 1 Page(s) In Document Exempt**

March 24, 1949

Fair Employment Board Memorandum #5

## HEADS OF EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Instructions for Carrying Out the Fair Employment Program  
Under Executive Order 9980.

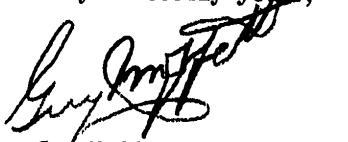
Executive Order 9980 places the responsibility for coordinating the fair employment policies and procedures of the several departments upon the Fair Employment Board of the Civil Service Commission. Pursuant to this responsibility the Board has prepared the attached "Instructions for Carrying Out the Fair Employment Program under Executive Order 9980".

In the preparation of these Instructions the Board consulted with the Civil Service Commission. It has also sought advice from interested officials, including the departmental Fair Employment Officers and representatives of the Federal Personnel Council. It is the view of the Board that the provisions contained in these Instructions represent the minimum which the departments and agencies should incorporate in their fair employment regulations and procedures.

The attached Instructions are effective immediately and all departments and agencies should, therefore, promptly make such amendments in their regulations and procedures as are necessary to bring them into agreement with the provisions contained in the Instructions. After issuance, a copy of the revised regulations and procedures should be forwarded to the Fair Employment Board for review. The Board will be glad to discuss any problems which the departments may have in connection with the revision of their regulations and procedures.

It is noted that the attached Instructions supersede the Interim Procedures (Part 36, Federal Personnel Manual issued by the Civil Service Commission on September 28, 1948) and Fair Employment Board Memorandum #2 dated November 4, 1949.

Very sincerely yours,



Guy Moffett  
Chairman  
Fair Employment Board

influence upon attitudes and actions. Within the Federal government one of the basic ideals to which the nation proudly lays claim will be more conclusively demonstrated in practice.

The Board expects to consult further with the departments in seeking out the reasons for deviations from the established non-discrimination policy, in exploring the problems involved and the successful experience in dealing with these situations, and in developing a continuing positive program of remedial action.

## II. COVERAGE

- A. Executive Order 9980 and these instructions apply to all departments and agencies in the executive branch of the Federal government.
- B. The remedies provided under Executive Order 9980 and these instructions shall be available to citizens of, and persons who owe allegiance to the United States who are employed by, or are applicants for employment in the executive branch of the Federal government.

## III. EXPLANATION OF TERMS AS USED HEREIN

- A. Department - Any department or agency of the executive branch of the Federal government, including the Civil Service Commission.
- B. Employee - An individual appointed by a Federal officer, and who is engaged in the performance of Federal functions in the executive branch of the Federal government under authority of an Act of Congress or an Executive Order, and who, in the performance of such duties, is supervised and directed by a Federal officer.
- C. Applicant - A person failing of appointment in the executive branch of the Federal government who alleges a grievance relating to discrimination.
- D. Discrimination - An unfavorable personnel action affecting an employee or applicant based on race, color, religion or national origin and not on merit and fitness. Preference in appointment and difference in conditions of employment, such as pay, leave, hours of work, etc., based upon law or upon regulations under authority of law do not constitute discrimination within the meaning of Executive Order 9980.
- E. Personnel action - Any action taken within a department which affects the equality of economic opportunity of an employee or applicant. The term "personnel action" shall include failure to act.
- F. Complete file - All letters, notices, memoranda, reports, transcripts, affidavits or supporting documents in connection with the initiation, investigation, hearing, decision and closing of a case or cases.
- G. Deputy Fair Employment Officer - The term "Deputy Fair Employment Officer" shall include committees and boards.

INSTRUCTIONS FOR CARRYING OUT  
THE FAIR EMPLOYMENT PROGRAM UNDER EXECUTIVE ORDER 9980**I. INTRODUCTION**

The President, in his Order 9980, calls for more effective application of the long established policy of employment in the Federal service on the basis of merit and fitness alone without regard to race, color, religion or national origin.

Paramount responsibility for the execution of this policy is placed squarely upon department heads and subordinate administrative officials.

The Fair Employment Board must act on individual appeals from departmental decisions in cases where discrimination is alleged. It has the duty of advising the departments on fair employment problems and policies. It is required to coordinate the fair employment policies and procedures of the several departments. In consultation with the Civil Service Commission it is to set up rules and regulations necessary to carry out its duties and responsibilities.

By setting out special assignments of duties and outlining the framework of procedure, the Order makes a clear distinction between cases in which discrimination is alleged and the common run of grievances arising in other phases of personnel management.

The Board has given first attention to procedures for handling complaints. Its aim is to insure (1) full ascertainment of the facts as a basis for action, (2) furtherance of good relationships between complainants and administrative officers concerned by means of informal discussion and negotiations, (3) easy access by complainants to officials specially designated to give attention to discriminatory acts, and (4) adjustment of complaints without unreasonable delay.

There are wide variations among departments, in structure, administrative practice and geographical spread. Therefore, it is not believed necessary or desirable that all departments be required to operate under regulations identical in every respect. There are certain procedures however which should be uniform throughout the service. The Board has consulted with the fair employment officers and personnel officers of the departments and with the Civil Service Commission and has prepared a statement of the provisions, with certain alternatives, which it believes should be incorporated into the regulations of each department. It is the view of the Board that these provisions represent the minimum required to achieve that degree of uniformity which is essential to effective administration.

The objectives of the Order can not be reached by the adjudication of complaints alone. There is need for a positive program to remove the causes of complaints.

Acting together, the departments, the Commission and the Board can achieve the objectives of the President's program. Through joint effort equality of economic opportunity in the Federal service can be more fully realized. As the concept of fair play becomes more dominant in the consciousness of officers and employees alike it will exert an impelling

Officer, or if it is filed with the Fair Employment Officer of the department, it may be referred to the appropriate deputy for handling as an initial complaint. In all other respects complaints of applicants will be handled in the same manner as complaints of employees.

5. All written complaints or appeals must be signed by the aggrieved employee or applicant. Any initial written complaint or appeal must include information regarding the specific personnel action complained of, the approximate date thereof, reasons in support of the allegation of discrimination, and a statement as to when the appellant first learned of the discrimination.

Comment - It is the view of the Board that where not inconsistent with administrative practices, an employee should first discuss a complaint with the first-line supervisor or the supervisor next higher in authority. Good relations between the supervisor and the employee will thus be furthered. Many incipient complaints can be eliminated by giving valid reasons for an action that is being brought into question. Where error has crept in, the supervisor will have opportunity to correct it on his own motion. Furthermore, with responsibility upon the supervisor for initial action on the complaint the problems involved will be more forcefully impressed upon him.

**B. Action on a complaint by the Supervisor**

1. If complaint is made to a supervisor, immediate steps shall be taken to effect such adjustment as is warranted by the facts. If the complaint cannot be satisfactorily and promptly adjusted, the complainant shall be advised in writing that he may file an appeal within ten days with the Deputy Fair Employment Officer. In addition, he shall be advised that if he appeals to the Deputy Fair Employment Officer, he shall furnish a copy of the letter of appeal to the supervisor to whom he presented his original complaint. On receipt of a copy of the appeal, the supervisor concerned shall forward to the Deputy Fair Employment Officer the complete file in the case through the channels prescribed by the department.

If the department prescribes that the file in the case be routed through an ascending chain of administrative authority, the administrative officer at any intermediate level may make an adjustment of the case satisfactory to the complainant. In such case, he should report the action taken to the Deputy Fair Employment Officer to whom the appeal is addressed and advise the subordinate administrative officers concerned. If no adjustment is made the file shall automatically be forwarded through the prescribed channels, each officer making whatever comment thereon he desires, with no further action required upon the part of the complainant.

**C. Action on a complaint (or appeal) by the Deputy Fair Employment Officer**

1. Investigation and adjustment by informal negotiation - The Deputy Fair Employment Officer shall promptly make or cause to be made such investigation as is necessary to ascertain the facts at issue on the

IV. FAIR EMPLOYMENT OFFICER

The head of each department shall appoint a Fair Employment Officer who shall have full operating responsibility under the immediate supervision of the head of the department for carrying out the fair employment policies stated in Executive Order 9980. There shall be appointed, as necessary and desirable, at central or local levels of the department, Deputy Fair Employment Officers who shall have the responsibility for carrying out the fair employment policies in their respective offices. The name and official address of the Fair Employment Officer of each department shall be made known to all employees of the department. The name and official address of each Deputy Fair Employment Officer shall be made known to the employees of the respective field offices.

*Comment - It is the view of the Board that the best interests of the fair employment program would be served by the appointment of a permanent Deputy Fair Employment Officer at each field establishment of substantial size to handle complaints and also to assist the Fair Employment Officer to carry out his other responsibilities under the Order.*

V. INSTRUCTIONS FOR HANDLING COMPLAINTS AND APPEALSA. Initiation of complaint

1. Procedures under Executive Order No. 9980 shall apply and be available only to an employee or to a person failing of appointment who alleges that a personnel action, as defined herein, which affects him has been taken because of race, color, religion or national origin.
2. The complaint must be made within thirty days of the date the complainant learns of the alleged discrimination and not later than six months from the date of the personnel action complained of, unless failure to submit the complaint within these time limits was due to unusual circumstances beyond the control of the complainant.
3. It shall be optional with a department to require an employee to initiate his complaint (a) either with the first-line supervisor or the supervisor next higher in authority, (b) either with the first-line supervisor or the Deputy Fair Employment Officer, or (c) with the Deputy Fair Employment Officer. Complaints initiated with a supervisor may be oral or in writing. Those initiated with a Deputy Fair Employment Officer must be in writing. If no appropriate Deputy Fair Employment Officer has been appointed then the Fair Employment Officer may be substituted under (b) and (c) above.
4. It shall be optional with an applicant to file a complaint in writing, either with the head of the local office, with the Deputy Fair Employment Officer, or with the Fair Employment Officer of the department. If the complaint is filed with the head of the local office and he is superior to the Deputy Fair Employment

complaint. He should endeavor through informal negotiation to effect a satisfactory settlement of the complaint and, if necessary, shall take or cause to be taken corrective action. All interested parties shall be advised of the settlement of the complaint and any corrective action which may be taken.

*Branch Admin. Officer*

2. Failure of adjustment by informal negotiation - In the event the (Deputy Fair Employment Officer) is not able to effect a satisfactory settlement of the complaint by informal negotiation, he shall furnish the complainant with a statement of the pertinent facts disclosed by the investigation of the complaint and shall afford him an opportunity to reply thereto in writing or personally, by authorized representative or accompanied by such representative. The complainant shall be permitted to present by witness or otherwise any pertinent facts not disclosed by the investigation. Where practicable, a transcript of testimony shall be made. If a verbatim transcript is not possible, a full summary of the oral testimony shall be made by the (Deputy Fair Employment Officer.) The summary may be agreed to and signed by the complainant and the (Deputy Fair Employment Officer, or if the complainant does not agree with the summary, he may note and sign his exceptions which will become a part of the summary. Any transcript or summary shall be available for inspection by the complainant or his authorized representative and by interested agency officials.

3. Decision - On all the material facts disclosed by the investigation and the hearing, if held, the (Deputy Fair Employment Officer) shall make a decision or make a recommendation to appropriate authority. *ADM 3/4* If the decision on the complaint is favorable to the complainant, the responsible official shall so notify him in writing and shall take or cause to be taken such corrective and disciplinary action as appears warranted by the facts in the case. In the event of an unfavorable decision, the complainant shall be advised in writing of the decision and the reasons therefor and of his right to appeal to the Fair Employment Officer (or the head of the department as the department may prescribe,) within ten days (twenty days if outside the continental United States) from date of receipt of the unfavorable decision. Officials directly concerned should also be advised of any decision made.

D. Appeal to the Fair Employment Officer

1. The complainant shall be advised that if he appeals to the Fair Employment Officer of the department he shall furnish a copy of the letter of appeal to the (Deputy Fair Employment Officer) who handled his case. *(Branch Administrative Officer)*

2. On receipt of a copy of the appeal the (Deputy Fair Employment Officer) shall forward to the Fair Employment Officer of the department the complete file in the case through the channels prescribed by the department. *Assistant Director or Staff Officer*

If the department prescribes that the file be routed through an ascending chain of administrative authority, the administrative officer at any intermediate level may make an adjustment of the case satisfactory to the complainant. In such case, he should report the action taken to the Fair Employment Officer and advise the subordinate administrative officers concerned. If no adjustment is made the file shall automatically be forwarded through the prescribed channels, each officer making whatever comment thereon he desires, with no further action required upon the part of the complainant.

3. After reviewing the complete file in the case, the Fair Employment Officer shall make further investigation if necessary and shall, through informal negotiation attempt a solution satisfactory to all interested parties, who shall be granted the privilege of appearing personally or by an authorized representative, or accompanied by such representative, before the Fair Employment Officer. If a satisfactory solution cannot be accomplished by the foregoing means, the Fair Employment Officer shall either make a decision or make a recommendation to the ~~head of the department~~ based upon the material evidence in the file. If he makes a decision he shall notify the interested parties in writing of the decision reached and the reasons therefor.
4. If the Fair Employment Officer makes a decision favorable to the appellant, he shall, in consultation with ~~or on the basis of delegated authority from~~ ~~the head of the department~~, take such corrective and disciplinary action as the facts warrant.
5. If the decision of the Fair Employment Officer is unfavorable to the appellant, the Fair Employment Officer shall notify him in writing of his right to appeal to the ~~head of the department~~ within ten days (twenty days if outside the continental United States) from the date of receipt of the decision.

E. Appeal to the head of the department

1. In the event that a recommendation is made by the Fair Employment Officer to the ~~head of the department~~ or an appeal is taken from a decision of the Fair Employment Officer, the head of the department shall make a decision upon the facts of the case and notify the interested parties in writing of such decision.
2. If the decision is favorable to the appellant, the ~~head of the department~~ shall take, or cause to be taken, such corrective and disciplinary action as appears warranted.
3. If the decision is unfavorable to the appellant, the ~~head of the department~~ shall advise the appellant in writing, in duplicate, of the decision and of his right to appeal to the Fair Employment Board of the Civil Service Commission within ten days from the date of receipt of the decision, or within twenty days if he resides outside of the continental United States. In addition, he should be advised that if he appeals to the Fair Employment Board, a copy of the adverse decision should accompany his appeal.

VI. GENERAL PROVISIONS

- A. The head of each department shall prescribe procedures consistent with Executive Order No. 9980 and these instructions for the prompt handling of complaints and appeals which are made under that Order.
- B. All officers and employees of the department who occupy supervisory positions shall be instructed as to the meaning, spirit and requirements of Executive Order No. 9980.
- C. The department's regulations and procedures for handling complaints and appeals shall be brought to the attention of all officers and employees of the department and shall be made available to applicants who lodge a complaint within the purview of Executive Order No. 9980.
- D. Amendments in regulations and changes in procedures becoming effective while an appeal is being processed may be applied to such appeal at whatever stage it has then reached, provided that the appellant shall not be deprived of any substantive right or resource to which he would have been entitled under the regulations and procedures in effect at the time his complaint was initiated.
- E. If no appropriate Deputy Fair Employment Officer has been appointed the Fair Employment Officer shall be designated to receive appeals under Section V-B-1.

If a complaint or appeal is filed initially with the Fair Employment Officer of the department, no appropriate Deputy Fair Employment Officer having been appointed, the Fair Employment Officer shall proceed directly or through designated representative to process the case in the manner prescribed for the Deputy Fair Employment Officer in Section V-C-1 and 2, and such parts of V-C-3 and V-D as are pertinent.

- F. If a complaint of discrimination because of race, color, religion or national origin is denied on the ground that the action complained of is not a personnel action as defined herein, the complainant shall be advised that he may appeal this determination through the same channels as are prescribed under Section V herein. If, on appeal, it is determined that the action complained of is a personnel action as defined herein, the case may be remanded to the proper officers for further investigation or action on the issue of discrimination.
- G. The means of relief provided by Executive Order 9980 or any regulations thereunder shall be supplemental to those provided by existing statutes, Executive Orders and regulations, such as appeals to the Civil Service Commission under Section 14 of the Veterans Preference Act of 1944 or the reduction-in-force regulations, etc.

VII. RECORDS AND REPORTS

Upon request the departments shall furnish to the Board all information needed for the review of personnel actions or for the compilation of reports. The complete file in each case or cases under Executive Order 9980 shall be maintained intact in each department at least until such time as all

appeal rights have been exhausted and, upon request, shall be promptly forwarded to the Fair Employment Board of the Civil Service Commission.

VIII. THESE INSTRUCTIONS SUPERSEDE THE INTERIM PROCEDURES ISSUED BY THE CIVIL SERVICE COMMISSION UNDER DATE OF SEPTEMBER 28, 1948 AND FAIR EMPLOYMENT BOARD MEMORANDUM NO. 2, DATED NOVEMBER 4, 1948.

**Next 8 Page(s) In Document Exempt**

Regulations Governing Fair Employment Practices Within the Federal Establishment

WHEREAS the principles on which our Government is based require a policy of fair employment throughout the Federal establishment, without discrimination because of race, color, religion, or national origin; and

WHEREAS it is desirable and in the public interest that all steps be taken necessary to insure that this long-established policy shall be more effectively carried out:

NOW, THEREFORE, by virtue of the authority vested in me as President of the United States, by the Constitution and the laws of the United States, it is hereby ordered as follows:

1. All personnel actions taken by Federal appointing officers shall be based solely on merit and fitness; and such officers are authorized and directed to take appropriate steps to insure that in all such actions there shall be no discrimination because of race, color, religion, or national origin.

2. The head of each department in the executive branch of the Government shall be personally responsible for an effective program to insure that fair employment policies are fully observed in all personnel actions within his department.

3. The head of each department shall designate an official thereof as Fair Employment Officer. Such Officer shall be given full operating responsibility, under the immediate supervision of the department head, for carrying out the fair-employment policy herein stated. Notice of the appointment of such Officer shall be given to all officers and employees of the department. The Fair Employment Officer shall, among other things —

(a) Appraise the personnel actions of the department at regular intervals to determine their conformity to the fair-employment policy expressed in this order.

(b) Receive complaints or appeals concerning personnel actions taken in the department on grounds of alleged discrimination because of race, color, religion, or national origin.

(c) Appoint such central or regional deputies, committees, or hearing boards, from among the officers or employees of the department, as he may find necessary or desirable on a temporary or permanent basis to investigate, or to receive, complaints of discrimination.

(d) Take necessary corrective or disciplinary action, in consultation with, or on the basis of delegated authority from, the head of the department.

4. The findings or action of the Fair Employment Officer shall be subject to direct appeal to the head of the department. The decision of the head of the department on such appeal shall be subject to appeal to the Fair Employment Board of the Civil Service Commission, hereinafter provided for.

5. There shall be established in the Civil Service Commission a Fair Employment Board (hereinafter referred to as the Board) of not less than seven persons, the members of which shall be officers or employees of the Commission. The Board shall —

- (a) Have authority to review decisions made by the head of any department which are appealed pursuant to the provisions of this order, or referred to the Board by the head of the department for advice, and to make recommendations to such head. In any instance in which the recommendation of the Board is not promptly and fully carried out the case shall be reported by the Board to the President, for such action as he finds necessary.
- (b) Make rules and regulations, in consultation with the Civil Service Commission, deemed necessary to carry out the Board's duties and responsibilities under this order.
- (c) Advise all departments on problems and policies relating to fair employment.
- (d) Disseminate information pertinent to fair-employment programs.
- (e) Coordinate the fair-employment policies and procedures of the several departments.
- (f) Make reports and submit recommendations to the Civil Service Commission for transmittal to the President from time to time, as may be necessary to the maintenance of the fair-employment program.

6. All departments are directed to furnish to the Board all information needed for the review of personnel actions or for the compilation of reports.

7. The term "department" as used herein shall refer to all departments and agencies of the executive branch of the Government, including the Civil Service Commission. The term "personnel action," as used herein, shall include failure to act. Persons failing of appointment who allege a grievance relating to discrimination shall be entitled to the remedies herein provided.

8. The means of relief provided by this order shall be supplemental to those provided by existing statutes, Executive orders, and regulations. The Civil Service Commission shall have authority, in consultation with the Board, to make such additional regulations, and to amend existing regulations, in such manner as may be found necessary or desirable to carry out the purposes of this order.

HARRY S. TRUMAN

The White House

July 26, 1948

Coordination Page:

DATE:

7/25/80

MEMORANDUM FOR: Management Officer

FROM :

SUBJECT : Proposed Administrative Instruction, Fair Employment Procedure

25X1A

1. This office concurs with the draft of Administrative Instruction re Fair Employment Procedure, dated

2. Comments:

*Concur*

Signature

Coordination Page :

DATE: \_\_\_\_\_

MEMORANDUM FOR: Management Officer

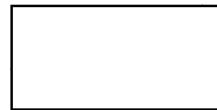
FROM : \_\_\_\_\_

25X1A

SUBJECT : Proposed Administrative Instruction, Fair Employment Procedure

1. This office concurs with the draft of Administrative Instruction re Fair Employment Procedure, dated

2. Comments:



Signature

25X1A

Coordination Page:

DATE:

28 July 50

MEMORANDUM FOR: Management Officer  
FROM :   
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

25X1A

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 50.

2. Comments:

\_\_\_\_\_  
Signature

25X1A

Coordination Page :

DATE: 27 July 1950

MEMORANDUM FOR: Management Officer  
FROM : Chief, Inspection and Security Staff  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950.

2. Comments: NONE

25X1A

Signature  
SHEFFIELD EDWARDS  
Colonel, GSC

JUL 31 1950

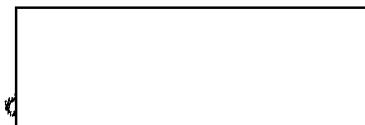
DATE: 25 July 50

MEMORANDUM FOR: Management Officer  
FROM : AD/ OCD  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950

2. Comments:

*None*



25X1A



25X1A

*Signature*

*JUL 26 1950*

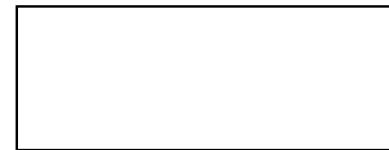
DATE: 26 July 1950

MEMORANDUM FOR: Management Officer  
FROM : Budget Officer  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950.

25X1A

2. Comments:



25X1A



Signature  
E. R. Saunders, Budget Officer

JUL 26 1950

DATE: 7/26/50

MEMORANDUM FOR: Management Officer  
FROM : Perso Dir  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated

2. Comments:

*Concur*

25X1A



Signature

JUL 27 1950

DATE: 26 July, 1950

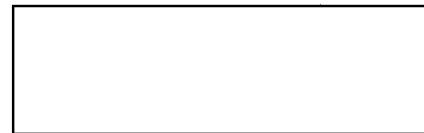
MEMORANDUM FOR: Management Officer  
FROM : Chief, Coops  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated

2. Comments:

24 July, 1950

25X1A



Signature

JUL 28 1950

DATE: 27 July 1950

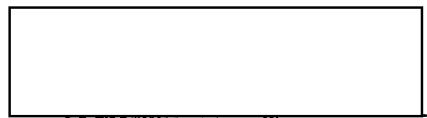
MEMORANDUM FOR: Management Officer  
FROM : ADSO  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950

2. Comments:

None

25X1A



Signature

JUL 28 1950

## Personnel (Drafts) 1951-52

4 of 5

SECRET

25X1A

Coordination Page:

DATE: 1 August 1950

MEMORANDUM FOR: Management Officer  
FROM : Chief, Special Support Staff  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950.

2. Comments:

25X1A

AUG 1 1950

Coordination Page:

25X1A

DATE: 1 August 1950

MEMORANDUM FOR: Management Officer  
FROM : Assistant Director, Reports & Estimates  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950.

2. Comments: -

None

25X1A

Signature

AUG 1 1950

25X1A

Coordination Page:

DATE: 3 August

MEMORANDUM FOR: Management Officer

FROM : Legal Staff

SUBJECT : Proposed Administrative Instruction, Fair Employment Procedure

1. This office concurs with the draft of Administrative Instruction re Fair Employment Procedure, dated

2. Comments:

*Concur*

25X1A

1960

Signature

*The Asst General Counsel*

AUG 4

25X1A

Coordination Page:

DATE: 2 August 1950

MEMORANDUM FOR: Management Officer  
FROM : Assistant Director, OSI  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950

2. Comments:

25X1A

Signature

11G 4 1950

# Office Memorandum • UNITED STATES GOVERNMENT

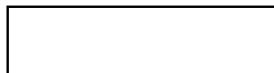
TO : Management Officer

DATE: 3 August 1950

FROM : Advisory Council

SUBJECT: Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative  
Instruction re Fair Employment Procedure, dated 24 July 1950.



25X1A

Captain, USN  
Chief, Advisory Council

My

Coordination Page:

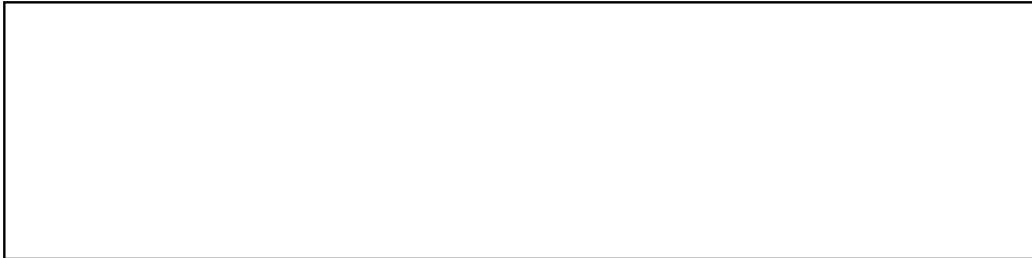
DATE: 3 August 1960

MEMORANDUM FOR: Management Officer  
FROM : Chief, Staff III/OPC  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

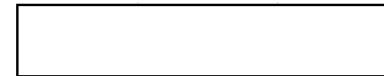
1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1960.

2. Comments:

25X1A



✓  
OK  
JAH



25X1A

CS-1A/OPC

Signature

WJ

Coordination Page:

25X1A

DATE: 3 August 1950

MEMORANDUM FOR: Management Officer  
FROM : Acting Assistant Director for Operations  
SUBJECT : Proposed Administrative Instruction, Fair Employment  
Procedure

1. This office concurs with the draft of Administrative Instruction  
re Fair Employment Procedure, dated 24 July 1950 provided that changes are  
made to cover the following recommendations:

25X1A

25X1A

LYMAN B. KIRKPATRICK

Kirkpatrick  
will return Oct. 5<sup>th</sup>

Signature

4/3/50



25X1A

Deputy Director (Administration)

2 May 1951

Advisor for Management

Fair Employment Procedure

1. The Comptroller, the Advisor for Management, and a representative from the Personnel Office met on 30 April 1951 to discuss the President's Fair Employment Program as directed. The Comptroller stated that to date no complaints have been submitted to the Fair Employment Officer.

2. In order to bring the program to the attention of all employees periodically, the following methods are recommended:

a. Issue a notice annually in the Spring of the year to all components of the Agency through the Section level (Distribution No. 4) requiring all supervisors to assure that each employee under their jurisdiction reads and understands CIA Regulation No. [ ] (Advisor for Management)

25X1A

b. Incorporate, in brief form, the essentials of the Fair Employment Program in the Employees' handbook, making reference to CIA Regulation No. [ ] (Personnel Director)

25X1A

c. Include appropriate comments regarding Fair Employment in the orientation program for new employees. (Director of Training)

3. The Employees' handbook is currently being revised so the method suggested in paragraph 2.(b) will be accomplished within a relatively short period of time.

4. The above actions can be accomplished and the matter referred to at Assistant Directors' meetings periodically.



25X1

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
 FROM : Comptroller  
 SUBJECT: CIA Regulation No. [ ] Fair Employment Procedure

DATE: 17 February 1951

25X1A

25X1A 1. Reference is made to a memorandum of 8 February 1951 from Mr. [ ] of the General Counsel's Office relative to the deletion of paragraph C, "Prevention of Duplicate Appeals", on page 5 of the CIA Regulation No. [ ]

25X1A

2. Paragraph C was inserted in the Regulation at the request of Mr. Lawhorn, Executive Secretary of the Fair Employment Board, Civil Service Commission. The same provision is included in the Federal Personnel Manual, Chapter F1, Fair Employment Program, under the heading "Complaints and Appeals", on page F1-2.

3. Under these circumstances it is not considered advisable to eliminate the paragraph from the Regulation.

[ ] E. R. SAUNDERS

RAK

25X1A

Attachment

MAR 13 1951  
FEB 17 1951



# Office Memorandum • UNITED STATES GOVERNMENT

**TO :** Advisor for Management

**DATE:** 26 January 1961

**FROM :** Comptroller

**SUBJECT:** Draft of Central Intelligence Regulation Number [redacted]  
titled, Fair Employment Procedure

25X1A

I have reviewed the above referenced procedure and suggest that the following changes be made in the context for the reasons cited:

page 1 B. (1) (b) line 1. The word "complaints" should be made singular *as* in order to be consistent with rest of the sentence, as well as with subsequent paragraphs.

page 2 B. (2) (b) line 1. "Office heads may make...." should be changed to "The Office head may make...." in order to make following sentence grammatically correct. "He" will then refer back to "The Office head", and not "Office heads". *OK*

page 2 B. (3) (a) line 2. "Office heads" should be changed to "The Office ~~as~~ head" for the reason cited above.

page 4 B. (4) (a) line 4. A comma should be inserted between "negotiation" *as* and "attempt".

[redacted] 25X1A

E. R. SAUNDERS

Next 11 Page(s) In Document Exempt

CPYRGHT

## Text of Executive Order Revising Draft Regulations

**WASHINGTON, March 31 (AP)—**  
Here is the text of President Truman's executive order authorizing deferment of students from the draft and making other changes in Selective Service regulations:

### AMENDING THE SELECTIVE SERVICE REGULATIONS

By virtue of the authority vested in me by Title I of the Selective Service Act of 1948 (62 Stat. 604), as amended, I hereby prescribe the following amendments of the Selective Service Regulations prescribed by Executive Order No. 9988 of Aug. 20, 1948, and constituting portions of Chapter XVI of Title 32 of the Code of Federal Regulations:

[1]

Section 1022.10 of Part 1022, classification rules and principles, is amended to read as follows:

"1022.10. Necessary employment defined. (A) A registrant's employment in industry or other occupation, service in office, or activity in research, or medical, scientific, or other endeavors, shall be considered to be necessary to the maintenance of the national health, safety, or interest only when all of the following conditions exist:

(1) The registrant is, or but for a seasonal or temporary interruption would be, engaged in such activity.

(2) The registrant cannot be replaced because of a shortage of persons with his qualifications or skill in such activity.

(3) The removal of the registrant would cause a material loss of effectiveness in such activity. "(B) A registrant's activity in study may be considered to be necessary to the maintenance of the national health, safety, or interest when any of the following conditions exist:

(1) The registrant has been accepted for admission to, or is a student in a professional school of medicine, dentistry, veterinary medicine, osteopathy, or optometry and the school in which he is enrolled has certified that he is satisfactorily pursuing a full-time course of instruction leading to his graduation.

(2) The registrant is a full-time graduate student seeking a graduate degree and the graduate school at which he is in attendance has certified that he is currently in meeting degree require-

ments and is expected to attain his degree.

(C) The registrant has been accepted for admission to a graduate school for the class next commencing as a candidate for a graduate degree, or has been accepted for admission to a college, university, or similar institution of learning for the class next commencing for a full-time course of instruction or has entered upon and is satisfactorily pursuing such courses, and, within such categories as the Director of Selective Service, with the approval of the President, may prescribe, either has maintained a required scholastic standing, or has attained on a qualification test a score, or both such standing and score, to be prescribed by the Director of Selective Service with the approval of the President.

"(C) The Director of Selective Service is authorized to prescribe such qualification test or tests as he may deem necessary for carrying out the provisions of Paragraph (B) of this section.

and to prescribe the procedures for the administration of such test or tests, for the certification of the results thereof, and for the certification of any other information required in carrying out the provisions of Paragraph (B).

"(D) The President may, from time to time (1) designate special categories of occupation, employment, or activity essential to the national health, safety, or interest; and (2) prescribe regulations governing the deferment of individual registrants engaged in such occupations, employments, or activities."

[2]

Paragraph (A) of Section 1022.13 is amended to read as follows:

"1022.13 Class II-C: Registrant deferred because of agricultural occupation. (A) In class II-C shall be placed any registrant who is employed in the production for market of a substantial quantity of those agricultural commodities which are necessary to the maintenance of the national health, safety, or interest, but

only when all of the conditions described in paragraph (A) of Section 1022.10 are found to exist."

[3]

The table of contents of part 1022 is amended by inserting immediately after "1022.28 Identification of Class I-C registrant transferred to a reserve component of the armed forces," the following: "1022.29 Identification of Class II-A registrants who are students."

[4]

The following new section is added to part 1022 immediately following Section 1022.28:

"1022.29 Identification of Class II-A registrants who are students. Whenever a registrant is classified in Class II-A by reason of his activity in study his classification shall be followed with the identification '(S)' whenever it appears on any record of such registrant."

HARRY S. TRUMAN.  
The White House,  
March 31, 1951.

CPYRGHT

Next 3 Page(s) In Document Exempt

Attachment A

Comments of the following Offices are attached:

Office of Special Operations  
Office of Policy Coordination  
Office of Operations  
Office of Research and Reports  
Office of Collection and Dissemination  
Office of Scientific Intelligence

Medical Office  
Inspection and Security Office  
Finance Office  
Administrative Services Office

The following Offices made verbal comment or did not report, as indicated:

Office of Intelligence Coordination - Not Represented  
Office of National Estimates - Verbal Report  
General Counsel - Verbal Report  
Management - Verbal Report  
Personnel - Verbal Report  
Office of Current Intelligence - Verbal Report  
Procurement - No Report  
Training - Not Represented

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AR-0-2268  
UR-3-2609

MEMORANDUM FOR: Deputy Director (Administration)

SEP 11 1952

SUBJECT: Revision of CIA Regulation 

25X1A

25X1A

1. There is attached as Tab A a proposed revision of CIA Regulation  Restoration of Federal Employees Pursuant to the Selective Service Act of 1948, as Amended. This proposal was originally submitted to your office with a memorandum from the Acting AD/P dated 1 August 1952 (Tab B) and was returned to this Office bearing the concurrence of the CIA Security Officer (Tab C).

2. Most of the procedural material contained in the original draft has been removed for internal (Personnel Office) publication. No significant changes have been made in the substantive material as it was presented in the draft submitted with the memorandum of 1 August.

 25X1A

W. H. H. MORRIS, JR.  
Assistant Director (Personnel)

## ATTACHMENTS:

Tab A - Revision of CIA Regulation No.   
 Tab B - Revision of CIA Regulation No.   
 (Submitted to DD/A on 1 August 1952)  
 Tab C - Memorandum from CIA Security Officer  
 dated 16 August 1952

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Tab A

Revision of CIA Regulation No.

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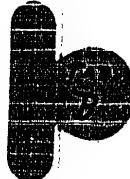
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Tab B

Revision of CIA Regulation No.   
(Submitted to DD/A on 1 August 1952)

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Tab C

Memorandum from CIA Security Officer  
dated 16 August 1952



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CENTRAL INTELLIGENCE AGENCY REGULATION

24 July 1951

## 14. INCENTIVE AWARDS PROGRAM

A. (1) In accordance with this Regulation the Agency may grant employees:

- (a) Awards for meritorious suggestions.
- (b) Cash awards or step increases for superior accomplishments contributing to outstanding efficiency and economy in administration.
- (c) Step increases for superior accomplishment.

(2) The Deputy Director (Administration) is authorized to approve awards recommended by the Efficiency Awards Committee.

(3) The Efficiency Awards Committee shall meet at the call of the Chairman and shall be constituted as follows:

Assistant Director (Personnel)	Chairman
Advisor for Management	Vice-Chairman
Comptroller	Member
Personnel Director	Advisor (without vote)
Personnel Relations Officer	Recorder (without vote)

(4) The Personnel Director shall:

- (a) Give full internal publicity to the program and publicize awards to employees in CIA publications.
- (b) Report annually through the Comptroller to the Bureau of the Budget on the status of the program.
- (c) After appropriate determinations have been made, initiate the documents required to effect payments and act as approving officer for such payments.

## B. Conditions Governing Awards.

- (1) All civilian employees of CIA are eligible for awards under the program.
- (2) Cash awards or salary increases awarded under the program shall be in addition to regular compensation.
- (3) Acceptance of cash awards for meritorious suggestions shall be a full release to the Government from any and all claims by the employee, his heirs, executors, administrators, or assigns for the use of such suggestions.
- (4) Not more than one award shall be made to an employee for any one suggestion unless the actual first year savings are sufficiently greater than the estimate of savings on which the original award was based.

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## CENTRAL INTELLIGENCE AGENCY REGULATION

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24 July 1951

(5) No two employees may be given cash awards or salary increases for the same improvement except in a shared or group award.

## C. Awards for Meritorious Suggestions.

(1) Cash awards for savings resulting from adoption of a meritorious suggestion shall be based on the estimated first year's savings in accordance with the following table, unless the Deputy Director (Administration) determines a different amount is justified. The total of such awards shall not exceed \$25,000 during one fiscal year. Awards under this authority are authorized only for suggestions outside the normal requirements of the duties of the suggester.

<u>ANNUAL SAVINGS</u>	<u>CASH AWARDS</u>
\$1 - \$1,000	\$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion.
\$1,000 - \$10,000	\$50 for the first \$1,000 of savings and \$25 for each additional \$1,000 of savings.
\$10,000 - \$100,000	\$275 for the first \$10,000 of savings and \$50 for each additional \$10,000 of savings.
\$100,000 - or more	\$725 for the first \$100,000 of savings and \$100 for each additional \$100,000 of savings provided that the maximum award for any one suggestion shall not exceed \$1,000.

## (2) Awards for Improvements Not Necessarily Resulting in Savings.

Cash awards may be authorized for suggestions which result in increased efficiency, conservation of property, improved working conditions, better service or other improvements whether or not an identifiable monetary saving results. Awards shall be commensurate with anticipated benefits and will be determined by the Committee.

## (3) Honor Awards

Certificates, medals or other emblems may be awarded:

(a) In addition to monetary awards.

(b) In recognition of exceptional service not meriting a cash award.

## (4) Submission of Suggestions

Employees may submit suggestions directly to the Personnel Director or through supervisory channels. These should be in duplicate and include:

(a) Name of employee.

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

24 July 1951

- (b) Title and grade.
- (c) Division and Office.
- (d) Detailed description of the suggestion, with a statement of monetary savings which will result or have resulted in the first year of operation, or the basis for opinion that other exceptional benefit to CIA will result.

## (5) Action on Suggestions

- (a) The Personnel Director will:
  - (1) Remove the identification of the suggester and submit each suggestion to the appropriate Offices for review.
  - (2) Submit suggestions concerning organization and procedures to the Advisor for Management for review.
  - (3) Submit evaluated suggestions to the Committee.
  - (4) Enter in the employee's file a record of his suggestion.
- (b) Whenever the Deputy Director (Administration) believes that a suggestion would benefit the Federal Government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. In such case no additional award may be authorized for the suggester.

## D. Cash Awards or Step Increases for Superior Accomplishments Contributing to Outstanding Efficiency and Economy in Administration.

## (1) Cash Awards for Efficiency

Cash awards may be authorized for savings made in the conduct of an employee's own operations whether such savings are the result of a suggestion or other personal accomplishment. Such an award shall not exceed 25 per cent of the estimated savings in the first year of operation, nor an amount equal to three times the step increase of an employee's grade.

## (2) Step Increases for Efficiency

A salary increase of one, two or three steps may be authorized for a suggestion or superior accomplishment in the conduct of an employee's own operations which results in such substantial savings to CIA that limitations on the amount of cash awards would result in inadequate reward. The annual rate of such a salary increase shall not exceed 25 percent of the estimated savings for the first year, nor three salary steps in the individual's grade.

## (3) Shared or Group Awards

Where contribution to the improvement of efficiency has been made by

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## CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

24 July 1951

more than one employee, all employees contributing, including supervisors, may share awards -- each sharing in proportion to his contribution. The total amount awarded may not exceed the amount authorized for this type of award. No two employees may be given cash awards or salary increases for the same improvement except in a shared or group award.

## (4) Submission of Recommendations

- (a) Where recommendations are based upon a meritorious suggestion, follow procedures under C. (4).
- (b) Where, in the review of operations of their respective Offices, Office heads discover supervisors and employees whose superior accomplishments contribute to outstanding efficiency and economy in administration they may recommend awards under this section. Such recommendations will be forwarded to the Personnel Director. Each recommendation must be specific and well documented and must include:
  - (1) Names of the supervisors and the employees recommended for awards.
  - (2) A complete description of the methods, procedures, organizational changes, etc., contributing to improvements resulting in outstanding efficiency and economy in administration.
  - (3) Supporting documentation of the contribution of each supervisor and employee where group or shared awards are recommended.

## E. Step-Increases for Superior Accomplishment

## (1) Awards:

- (a) A salary increase of one step may be granted an employee for:
  - (1) Sustained work performance of a high degree of efficiency.
  - (2) The initiation and development of a suggestion, over and above the normal requirements of his position, which increases efficiency; or
  - (3) Special service of an outstanding nature, whether or not the performance, suggestion or special service results in substantial economies.
- (b) No employee shall be eligible for more than one such step-increase within the time period between normal step-increases for his grade.

## (2) Basis for Awards

To qualify for this award the employee must meet one of the following standards:

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

24 July 1951

- (a) Sustained work performance for a period of at least three months of such nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating; or
- (b) Initiation of an idea, method or device, which has been developed and adopted because it is expected to improve the public service or provide for more economical operation in the public interest; or
- (c) A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for an additional advancement would serve as a definite incentive to others.

(3) Submission of Recommendations

- (a) Office heads may recommend to the Committee through the Personnel Director employees whose performance merits such recognition.
- (b) Recommendations must include:
  - (1) A statement that the employee has had a performance rating of "outstanding" for a period of at least six months immediately preceding the date of the recommendation, or that he merits such a rating at the time of the recommendation.
  - (2) A description of how the employee should perform to meet the standards normally expected in the position and a description of the employee's performance which merited an "outstanding" efficiency rating. This should include facts concerning the quantity and quality of work, manner of performance, personal traits, and how the employee's performance merits distinction among other employees rated "outstanding."
- (c) Types of acts or service which might justify such an award are:
  - (1) Distinguished achievement in improving the morale of employees.
  - (2) Outstanding contribution to management or operations.
  - (3) Monetary savings to the Government.
  - (4) Act, service or valor over and above the call of duty.
  - (5) Performance which has involved the overcoming of unusual difficulties.

## CENTRAL INTELLIGENCE AGENCY REGULATION

24 July 1951

(d) Examples which by themselves are not acceptable for recommendation for superior accomplishment awards are:

- (1) Long hours voluntarily worked.
- (2) Loyalty to the service.
- (3) Performance rating of satisfactory.
- (4) Performing duties of a higher grade, which situation could have been corrected by reallocation.
- (5) Long and faithful service.

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Director of Central Intelligence Effective: 24 July 1951

Rescinds : Pages 1-7 of [redacted]  
1 April 1951

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25X1A

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(3) The Efficiency Awards Committee shall meet at the call of the Chairman and shall be constituted as follows:

(a) Assistant Director (Personnel)	Chairman
(b) Advisor for Management	Vice-Chairman
(c) Comptroller	Member
(d) Personnel Director	Advisor (without vote)
(e) Personnel Relations Officer	Recorder (without vote)

(4) The Personnel Director shall:

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RESTRICTED

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CENTRAL INTELLIGENCE AGENCY REGULATION

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## CENTRAL INTELLIGENCE AGENCY REGULATION

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RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

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- (b) Initiation of an idea, method or device, which has been developed and adopted because it is expected to improve the public service or provide for more economical operation in the public interest; or
- (c) A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for an additional advancement would serve as a definite incentive to others.

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- (c) Types of acts or service which might justify such an award are:
  - (1) Distinguished achievement in improving the morale of employees.
  - (2) Outstanding contribution to management or operations.
  - (3) Monetary savings to the Government.
  - (4) Act, service or valor over and above the call of duty.
  - (5) Performance which has involved the overcoming of unusual difficulties.

RESTRICTED

## CENTRAL INTELLIGENCE AGENCY REGULATION

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- (3) Performance rating of satisfactory.
- (4) Performing duties of a higher grade, which situation could have been corrected by reallocation.
- (5) Long and faithful service.

25X1A

Director

Effective:

Rescinds : Pages 1-7  
of  1 April 1951

25X1

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CHARACTERISTICS	EMPLOYEE SUGGESTION AWARDS	SUPERIOR ACCOMPLISHMENT PAY INCREASES	MANAGEMENT IMPROVEMENT AWARDS
Legal basis	Section 14, Public Law 600, 79th Congress	Section 7-2, Public Law 429, 81st Congress	Title X, Public Law 429, 81st Congress
Regulation	Executive Order 9817	Section 25.15, Federal Personnel Manual	Bureau of the Budget Circular A-8 and Supplement
Type of Act Covered	Improvements which are not part of employee's normal job requirements	Improvements Sustained performance Special acts or services	Improvements Sustained performance Special acts or services
Results Required	Must yield tangible savings or intangible benefits	Must yield tangible savings or intangible benefits	Must yield tangible savings in employee's own operations
Type of award	Cash	1 step increase	Cash or 1, 2, or 3 step increase

\*Honorary awards excluded

**RESTRICTED**Executive Rep.  
1-9359

3 July 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Revision of Regulation No.  25X1A

1. This rewrite grants authority to the Deputy Director (Administration)  to approve awards for presentation by the Director of Central Intelligence or the Deputy Director of Central Intelligence and will take the workload off the Director's Office. As your Office becomes approving authority, it was recommended a new Chairman be named. The Committee has recommending authority only.

2. The General Counsel, Comptroller and Auditor have concurred in the revision. Personnel concurred with the comment that the Personnel Director should be Chairman of the Committee instead of the Advisor for Management. This was discussed with Mr.  who felt that the Advisor for Management was a more neutral official for determining the merit of suggestions. 25X1A

3. Recommend approval.

 25X1A

Adviser for Management

**RESTRICTED**

JUL 24 1951

15 June 1951

MEMORANDUM FOR: Advisor for Management

FROM: Personnel Director

ILLEGIB

SUBJECT: Draft - Incentive Awards Program.

1. I am returning your draft of the Incentive Awards Program on which you requested my comments.

2. Inasmuch as the entire responsibility for the administration of this program seems to be reflected in the Personnel Office's responsibility, I would like to recommend that the Advisor for Management be a member of the Committee and not Chairman. If this recommendation is accepted, I believe the logical Chairman for a completely personnel function should be the Assistant Director for Personnel, when he enters on duty.

WILLIAM J. KELLY

25X1A

JUN 16 1951

25X1A

**Next 1 Page(s) In Document Exempt**

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CENTRAL INTELLIGENCE AGENCY REGULATION

[redacted]

25X1A

1 August 1952

15. PERSONNEL EVALUATION

A. Policy

In accordance with the basic personnel policy of the Central Intelligence Agency (See CIA Regulation [redacted]), a program of personnel evaluation is provided as a principal means of developing and maintaining an effective staff and promoting the most satisfactory relationship between each individual and his supervisor.

25X1A

B. Scope of Program

The personnel evaluation program includes all staff employees and staff agents of the Central Intelligence Agency whether on duty in headquarters or in the field.

C. Form and Frequency of Reports

- (1) CIA Form No. 37-151, Personnel Evaluation Report, shall be used to record evaluations.
- (2) Supervisors shall prepare a personnel evaluation for each individual at the end of his first nine months of service with the Agency and annually thereafter, and at such other times as directed.

D. Responsibility

The Assistant Director (Personnel) is responsible for administering this program.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]  
Acting Deputy Director Effective: 1 August 1952  
(Administration) Rescind : Page 1 of [redacted]  
11 July 1951

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**Next 2 Page(s) In Document Exempt**

## CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

## 16. EFFICIENCY REPORTS ON MILITARY OFFICERS

- A. Efficiency reports will be submitted on military officers on duty with the Central Intelligence Agency in accordance with policies established by the Personnel Policy Board, Office of the Secretary of Defense.
- B. The immediate supervisor of a military officer will accomplish efficiency reports at such times, and in such form as may be required by the parent service of the officer concerned.
- C. Subject to the procedures prescribed by the parent service of the officer concerned, all efficiency reports will be reviewed and endorsed by a military officer who is senior to the officer reported upon.
- D. The following types of efficiency reports will govern assignment relationships between supervisors and officers upon whom efficiency reports are prepared:
  - (1) Where the immediate supervisor is a senior officer of the same service, the evaluation will be accomplished on the form of, and in the manner prescribed by, the parent service concerned.
  - (2) Where there is no immediate supervisor of the same service, the immediate civilian supervisor, or the military supervisor of another service, will evaluate the rated officer's manner of performance in letter form. Such report will be attached to the standard service evaluation report form, which will have the administrative information portion completed.
  - (3) Where the detailed nature of the duties to which the rated officer is assigned contain classified security information, only a sufficiently brief resume to represent performance and duties in unclassified language will be contained in the report, whether in standard or letter form.
  - (4) When an evaluation, whether by a military or civilian supervisor, contains an adverse statement, the procedure to be followed will be in full conformance with the existing regulations of the parent service of the rated officer.

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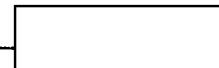
**CONFIDENTIAL**

Security Information

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

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CENTRAL INTELLIGENCE AGENCY REGULATION



- E. Letter type reports, whether prepared by civilian or military supervisors, will include sufficient information to furnish a fair and comprehensive picture of the performance of the officer reported upon. In addition, specific characteristics upon which the parent services require evaluation from time to time will be brought to the attention of the supervisor concerned at the time an officer's rating is prepared.
- F. The Chief, Military Personnel Division, Central Intelligence Agency, is responsible for monitoring the prompt submission of adequate efficiency reports on all officers assigned to the Central Intelligence Agency by the military services. His office will maintain appropriate individual records, files of current service policies and procedures concerning efficiency reports, and reporting schedules to insure their prompt and adequate submission. This office will notify supervisors of reporting requirements and will provide procedural guidance in the interest of conformity. Completed reports will be routed through the Chief, Military Personnel Division, to the appropriate service of the Department of Defense.

**CONFIDENTIAL**

Security Information

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

10 March 1952

TO: Deputy Director (Administration)  
FROM: Chief, Military Personnel Division  
SUBJECT: Officers' Efficiency Reports

1. PROBLEM. To establish a reliable procedure for assuring timely submission of adequate and valid reports of officer's performance in a CIA assignment.

2. FACTS BEARING ON THE PROBLEM.

a. CIA procedure for rating assigned officers involves peculiarities which are common to a quasi-military organization, and are prone to be regarded by the services as "exceptional" cases which depart from the military norm.

b. Supervisors are often unfamiliar with accepted rating techniques, with the importance of such ratings, and with the uses of ratings in future actions which affect officers' careers.

c. The organization structure of CIA makes it unlikely that an officer's immediate superior will be his senior in the same parent service.

d. CIA must abide by the regulations of each of the parent services concerning preparation, content, and frequency of ratings.

e. Ratings in any form must be as comprehensive as security considerations permit, and commensurate with the services performed.

3. DISCUSSION.

a. Service procedures for preparing and submitting reports are not responsible for the difficulties arising in implementing them within CIA. Two general areas need improvement:

(1) Education of supervisors in rating techniques.

(2) Administration of administrative control to see that the obligations of CIA are discharged.

b. The education problem can be readily solved by publishing comprehensive instructions for use throughout the Agency. Present instructions leave considerable room for interpretation, resulting in lack of uniformity. A revision of CIA Regulation       , and publication and distribution of administrative policy notice appear

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advisable. Enclosing a copy of this notice with each notification that a rating is required, will further insure that complete instructions are available when and where they are most needed. Draft instructions are attached as Annexes A, B, and D.

c. The responsibility for monitoring all aspects of the rating of officers properly belongs to the Military Personnel Division. Preparation of the rating itself is a responsibility of supervisors. Each supervisor should be made aware that his performance of duty is measured, in part, by the manner in which this responsibility is discharged. The proposed notice is intended to make this clear.

d. To preclude any tendency by service selection boards to depreciate the value of non-standard letter reports of officers' efficiency, it is considered advisable to point out to the chiefs of the parent service the problem of CIA in regard to conventional rating procedures, and the fact that non-standard ratings will prevail. A draft letter, for the Director's signature, is attached as Annex C.

4. CONCLUSION. A vigorous program should be instituted to familiarize all supervisors with rating techniques and CIA policies and procedures on the subject.

5. ACTION RECOMMENDED.

- a. That attached drafts, (CIA Regulation [ ] policy notice, and instructions), be approved and published. (Tabs A, B, and D) 25X1A

- b. That the attached policy notice accompany each request for efficiency rating.

- c. That the attached letter be signed by the Director, Central Intelligence Agency, and forwarded to the Chief of Staff of each of the services. (Tab C, with signature slips).

25X1A

[ ]  
Colonel USAF  
Chief, Military Personnel Division

ANNEXES:

Annex A - Proposed revision, CIA Reg [ ] 25X1A  
Annex B - Proposed notice, DDa  
Annex C - Proposed ltr to military services  
Annex D - Proposed instruction, MPD

Note: Annex A forwarded under separate cover.

CONCURRENCES:

/s/ George E. Meloon  
Personnel Director

/s/ F. Trubee Davision  
Deputy Director (Personnel)

/s/ Walter Reid Wolf  
Deputy Director (A)

ACTION BY APPROVING AUTHORITY:

/s/ Walter B. Smith  
Director

**Next 3 Page(s) In Document Exempt**

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4  
Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel  
 FROM : Chief, Military Personnel Division  
 SUBJECT: Military Officer Promotion Policies

DATE: 2 May 1951

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1. In compliance with memo from Mr. [redacted], dated 17 Apr 51, the following information is supplied:

2. All Services now handle normal officer promotions through central promotion boards. The processes are generally as follows:

ARMY: DA Circular 22, dated 28 Mar 51, establishes zones created by dates of rank, the members of which are automatically considered for promotion by boards which began convening about 2 Apr 51. This procedure applies to all officers except general officers and 2d Lieutenants, the latter being allowed a policy more liberal than the normal zone of consideration.

AIR FORCE: Department of Air Force announces at irregular intervals by radio messages the zones of consideration by dates of rank which the promotion boards will consider.

NAVY AND MARINE: The Navy Promotion Boards require selection boards and vacancies for all promotions of officers to the rank of Commander (Navy) or Lt. Col. (Marine) and above. Selection boards without the vacancy requirement are utilized for all lower ranks with the exception of Ensign (Navy) and 2d Lieutenant (Marine), which are allowed a more liberal policy.

3. Two of the Services allow the promotion of outstanding officers outside the normal zone of consideration upon recommendation by a major commander.

ARMY: DA Circular 22 allows major commanders to submit recommendations for promotion of outstanding officers based upon time-in-grade which (for Army) includes Reserve and National Guard time, and is of a shorter period than the date-of-rank zone. These promotions can constitute only 5% of the promotions made.

AIR FORCE: Department of Air Force, as mentioned in 2 above, handles each promotion list separately. Information relative to forthcoming promotion lists has been disseminated by AF radiograms. It has been their policy, however, to allow a special "secondary" zone of consideration for outstanding officers, limiting it, as in the Army, to 5%.

NAVY AND MARINE: Navy has no zone of special consideration for promotion of officers.

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4. The policy of "spot" promotions and "battlefield" promotions has largely been discontinued.

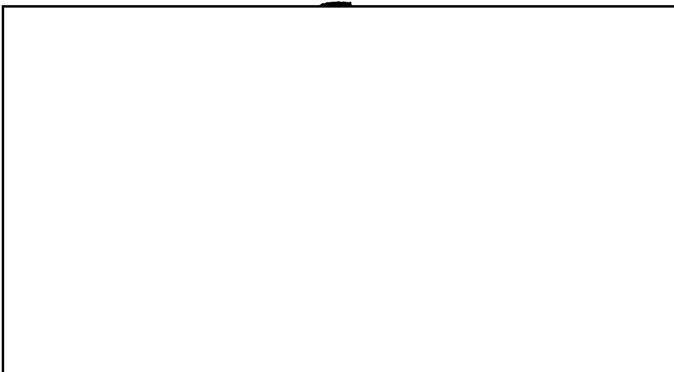
ARMY: Battlefield promotions are allowed only in zones designated by Department of Army. Korea is the only current area where such promotions are made. In these cases FEC can promote up to promotion to the rank of Lt. Col., and DA must approve promotions to Colonel.

AIR FORCE: The Air Force has used "spot promotions" which are effective only while the officer remains in the particular area in which such promotions are authorized. At the present time, Korea is the only such area. An Air Force spokesman at Hq USAF says that such promotions will probably be discontinued because of the unfortunate public relations attendant upon an officer's apparent demotion when he leaves the combat area.

NAVY AND MARINE: The Navy has discontinued its "spot promotion" policies.

5. It is suggested that a promotion board composed of senior officers be established within the Agency for the purpose of considering special consideration-type promotion recommendations (the so-called "secondary zone" promotions) for the Agency and for proposing action on any other type of exceptional cases.

6. It is recommended that the several components of this Agency be advised by regulation, or other appropriate administrative means, that all military promotions will be processed through the Military Personnel Division.



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**Next 1 Page(s) In Document Exempt**

2 May 1951

MEMORANDUM FOR: Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Operations

SUBJECT : Awards and Decorations

1. The Director has considered the problem of awards and decorations for civilian employees of CIA and has stated the following policy:

a. Military medals are the responsibility of military field commanders and should be recommended and awarded by such commanders in accordance with Defense Department policies and regulations.

b. Assistant Directors may recommend, upon appropriate occasions, the awards of the Medal of Freedom and the Medal of Merit. Such recommendations, when adequately supported and approved by the Director, will be submitted to the President as required by existing law and policy.

3 (2. It is the opinion of the Director that recommendations for awards of civilian medals should be relatively rare, particularly in the case of the Medal of Merit which should be recommended only under very exceptional circumstances.)

18  
WALTER REID WOLF  
Deputy Director  
(Administration)

cc: Mr. Kirkpatrick  
DD/P  
Pers Dir  
Adv for Mgmt - w/background file  
Gen Coun

MAY 3 1951

SUBJECT: Awards and Decorations  
TO: Deputy Director (Administration,  
FROM: Advisor for Management

I. PROBLEM: Can CIA grant or secure authority to grant Military and Presidential Awards (Medal of Merit and Medal of Freedom) to civilian employees of CIA.

II. DISCUSSION: 1. No conversations have been held with the Military Establishment except by roundabout means.  
2. The Director of Central Intelligence could recommend any military personnel or any employees of CIA who are assigned or attached to any of the Armed Services for any of the military awards under existing laws and Army Regulations.  
3. For awards of military decorations to other CIA civilians the General Counsel advises that in their opinion from the wording of the U. S. Statutes, CIA could not recommend military awards for civilian employees who were not in some way assigned or attached to the Armed Forces.  
4. The Director may now recommend any CIA employee for the Presidential Awards (Medal of Merit and Medal of Freedom). General Counsel suggests it may be more appropriate to submit a specific request for each individual rather than to request quotas.

III. RECOMMENDATIONS: 1. That specific cases for the Medal of Merit and the Medal of Freedom be submitted by the Director of Central Intelligence to the Office of the President for his approval.  
2. That the Director authorize the General Counsel to open negotiations with the Department of Defense to determine:  
a. The Procedure desired or required to process recommendations for awards for those employees who are eligible to receive such awards due to the fact that they are assigned or attached to or working in conjunction with the Armed Services.  
b. To determine possibilities of securing exceptions to known Statutes to provide a means for CIA to process recommendations for awards for personnel of CIA who are serving in hazardous positions in foreign areas not in conjunction with the Armed Services of the United States.

IV. CONCURRENCES: See Tab B  
General Counsel



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V. ATTACHMENTS: Tab A - List of requested "quotas" by Office.  
Tab B - Comments by General Counsel.

Approved:

Director or Deputy Director

**Next 1 Page(s) In Document Exempt**

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Security Information

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4

Executive Registry

2-9097

AR-D-1082

TO: Deputy Director (Administration)  
FROM: Acting Assistant Director (Personnel)  
SUBJECT: Tour of Duty with CIA (Military Officers)

**1. PROBLEM.**

To establish an Agency policy governing the normal tour of duty period for military officers.

**2. FACTS BEARING ON THE PROBLEM.**

a. The Secretary of Defense authorizes the detail of Army, Air Force, Navy, and Marine Corps officers to this Agency to fulfill requirements for personnel with current military knowledge, background, and status.

b. Military officers, although under the operational control of this Agency, are governed, in general, by service regulations.

c. Each service has regulations and/or policies that are operative at present regarding the tour of duty period in any one assignment. Three (3) years is usually considered by all services as the normal tour with four (4) years as maximum. The exigencies of the service determine the extent to which these regulations and/or policies are followed. (See Annex 1 for extracts from service publications).

d. The Central Intelligence Agency does not have a formal career program for military officers.

e. Officers assigned to this Agency for duty consist of (1) Regulars, (2) Reserves who have signed agreements with their parent service to remain on active duty for an indefinite period and (3) Reserves who have agreed to remain for a specified period (usually not over three (3) years).

**3. DISCUSSION.**

a. Maintenance of military effectiveness is of paramount importance to the service and to the officer. ~~Since duty with CIA necessarily reduces an officer's association with his parent service, his overall military knowledge is apt to be impaired.~~

b. Rotation of officers in conformance with service regulations and/or policies will benefit CIA in that a constant flow of officers possessing current military knowledge will be maintained. In addition, a pool of CIA indoctrinated officers will result, and such officers could be utilized at a later date, if the service concerned concurs.

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Security Information

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c. Return of those reserve officers who have a limited service commitment would be uneconomical provided such officers do not extend the commitment period beyond three (3) years.

4. CONCLUSIONS.

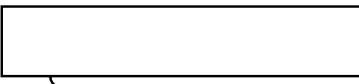
a. The establishment of a tour of duty policy would be beneficial to CIA, the service, and to the individual.

b. An effective policy will forewarn CIA employers of officers of the limited availability period and will permit planning for replacements. ~~Projects or missions would be affected only in those rare cases of critical, continuing need for irreplaceable officers.~~ *JW*

5. ACTION RECOMMENDED.

- a. That the normal tour of duty be specified as three (3) years with extension to four (4) years in exceptional cases. (See Annex 2 for Proposed CIA Regulation).
- b. That reserve officers who have a limited service commitment be retained, after receipt of concurrence from the service, for the full period of such commitment.
- c. That further study be given to the development of a career program for officers required by this Agency and who desire CIA duty for an indefinite period.

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MATTHEW BAIRD

2 ANNEXES:

1. Extracts from Service Publications
2. Proposed CIA Regulation

ACTION BY APPROVING AUTHORITY:

*2 June 1957*  
Approved (disapproved), exceptions, if any:  


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*WALTER REED WOLF*  
Deputy Director  
(Administration)

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Security Information

**1. Career Management for Army Officers.**

The following is quoted from TM20-605, Section II, par. 12:

**"12. Tour of Duty.**

- a. Normal tour of duty will be 3 years except for foreign service. Foreign service tours will vary with climatic and living conditions and will be changed from time to time as directed by the Secretary of the Army.

**2. Air Force Policy.**

The following is extracted from Air Force Regulation No. 36-62 dated 13 February 1952:

\* \* \* \* \*

**2. POLICY.** The following policy is announced for the guidance of all concerned in carrying out the provisions of section 201(d), Air Force Organization Act of 1951:

- a. Length of Tour of Duty. Four years is established as the maximum tour of duty within the Department of the Air Force and the Washington, D. C. area. This limitation does not preclude the reassignment of an officer at the completion of a three-year normal tour.
- b. Exception to Four-Year Limitation. Subsequent to 18 March 1952, an officer serving in a current tour will not remain assigned or detailed to duty with the Department of the Air Force or within the Washington, D. C., area beyond a four-year period except as provided in paragraph 6. (This includes duty with the Department of the Air Force and/or other agencies or a combination of such duties.) Exceptions to this limitation may be made only when a longer period is found to be necessary in the public interest as the result of a special finding by the Secretary of the Air Force or the Chief of Staff, USAF, as applicable. Subsequent to 18 September 1952, exceptions to the four-year limitation within the Department of the Air Force will require a special finding by the Secretary of the Air Force. All other exceptions require a special finding by the Chief of Staff, USAF.
- c. Reassignment or Detail. Subsequent to 18 March 1952, an officer relieved from duty with the Department of the Air Force or other Agency within the Washington, D. C., area will not again be assigned or detailed within two years to duty with such department or other agencies within the Washington, D. C., area. (Exceptions to this policy may be made only as indicated in b. above.)

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## 3. Navy Policy.

The following is extracted from Section C-5102, Bureau of Naval Personnel Manual, 1948:

## C-5102. Officer Rotation of Duty, Afloat and Ashore.

\* \* \* \* \*

(11) Normal tours of shore duty for line officers are:

- (a) Three years for captains and above.
- (b) Two and one-half to three years for commanders.
- (c) Two years for officers below the grade of commander.

(12) For officers of the Staff Corps, a regular alternation between sea and shore cannot always be effected. Normal sequence generally will be: shore-sea-shore-foreign shore. The sequence may be modified by the exigencies of the service and the necessity to equalize the character of total service performed by officers of the same grades. For officers of the Nurse Corps the normal tour of duty in any one locality within the United States is 3 years; overseas assignment normally are for a minimum of 18 months.

\*Special Note: The Department of the Navy informally stated that the Navy now considers three (3) years as a normal tour of shore duty with extension to four (4) years in exceptional cases. Exigencies of the service may vary this period in individual cases.

## 4. Tour of Duty for Marine Corps Officers.

Quoted from Par. 7054, Marine Corps Manual:

## 7054 - TOUR OF DUTY.

"1. The normal tour of duty at any one location or in any one organization will be not more than 3 years, and where practicable, not less than 2 years, except for sea and foreign service. The normal tour of duty for sea and foreign service will be 2 years."

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AN - D-1174

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130006-4  
ER-2-9316

22 May 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)  
FROM : Executive Officer for Deputy Director (Plans)  
SUBJECT : Staff Study from Acting Assistant Director (Personnel)  
to Deputy Director (Administration), Subject: Tour  
of Duty with CIA (Military Officers), undated, with  
two annexes.

1. In accordance with your informal request for comment or concurrence of this office concerning the subject paper, which is returned herewith, the following is submitted:

a. This office does not concur in the second sentence of paragraph 3.a. of the staff study. This office believes that service with this Agency broadens an officer's general knowledge and increases his over-all value to his service. It is therefore recommended that this sentence either be revised or deleted.

b. The second sentence in paragraph 4.b. of the staff study and the first sentence of paragraph 1.B. of the proposed regulation refers to "irreplaceable" officers. This office does not concur in the use of this word. The only irreplaceable or indispensable officers are resting in Arlington Cemetery. It is recommended that the second sentence of paragraph 4.b. of the staff study be deleted and it is further recommended that the words "of irreplaceable personnel," appearing in the first sentence of paragraph 1.B. of the proposed regulation, be deleted.

2. Subject to the comments contained in paragraph 1. above, this office concurs in the staff study and the proposed regulation.

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Enclosure (1)

cc: A/DD/P(A)

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